

# CONTRACT LAW FOR MANAGERS AND NON-LEGAL PROFESSIONALS

*Achieve Legal Clarity and Confidence in Contract Law*

20 - 21 August 2025  
St. Giles Boulevard Hotel, Kuala Lumpur

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HRD Corp Claimable Course



# ABOUT THE PROGRAM

**Contract law can seem like a maze of complex terms and technical rules**, and even a minor oversight can lead to **disputes, financial losses, or damaged business relationships**. In today's business landscape, understanding contract law is no longer just for legal experts—it's **essential for anyone involved in negotiations, partnerships, or managing business agreements**. Many professionals find themselves uncertain about which clauses protect their interests, how to handle breaches, or even how to draft enforceable terms. **Without a strong grasp of contract law**, navigating these situations can feel risky and overwhelming.

**Understanding the intricacies of contract law** enables participants to **draft robust agreements, negotiate favorable terms, and confidently manage disputes**. Ignorance in this area can **lead to costly mistakes**—whether inadvertently agreeing to unfavorable terms, failing to enforce contract rights, or **incurring penalties from overlooked clauses**.

This course bridges that gap, offering you clear, practical knowledge that will **empower you to approach contracts with confidence**. By understanding key areas like the **fundamentals of contract formation, performance obligations, and breach management**, you'll be **equipped to draft solid agreements, negotiate favorable terms, and resolve disputes effectively**.

Throughout the course, participants will **engage in realistic exercises**, such as **drafting and analyzing contract clauses, managing disputes, and exploring the legal limits of contract terms**. Scenarios like role-playing contract negotiations, drafting enforceable clauses, and mediating conflicts will enhance their skills in **handling the entire contract lifecycle—from creation and negotiation to execution and enforcement**.

Whether you're dealing with procurement agreements, employment contracts, or complex commercial deals, you'll learn **practical methods to ensure clarity, manage legal risks, and resolve disputes effectively**. The course methodology includes lectures, case studies, and group activities to reinforce learning and ensure participants leave equipped with actionable knowledge for their careers.

**JOIN US** to **gain the insight and skills to make sound legal decisions, safeguard your organization's interests, and lead successful contract negotiations**. This course is your opportunity to **master the essentials of contract law, minimize legal risks, and protect your organization from costly mistakes**.

## BENEFITS FROM ATTENDING

- **UNDERSTAND** the key principles of **Contract Law**, including essential clauses and legal requirements.
- **MASTER** strategies for managing **performance obligations** and ensuring contract compliance.
- **GAIN** practical skills in **drafting clear, enforceable contracts** that protect your organization's interests.
- **DEVELOP** effective **negotiation techniques** to secure favorable terms and reduce legal risks.
- **ENHANCE** your ability to handle disputes professionally, using **alternative dispute resolution methods** like mediation and arbitration.
- **IDENTIFY AND MITIGATE** potential **legal risks** and challenges in different types of contracts.
- **BUILD** confidence in resolving **contract breaches**, understanding rights, and exploring dispute resolution options.
- **ENGAGE** in **hands-on mock role plays** to simulate **mediation, arbitration, and litigation processes**, gaining practical experience in dispute resolution.

## WHO SHOULD ATTEND

This training is ideal for **Legal Advisors, In-House Counsel, Procurement Officers, Contract Managers, Entrepreneurs, Corporate Managers, Business Owners, or HR Professionals** who regularly engage in legally binding agreements for their businesses, including those who negotiate, draft, and manage contracts within their organisations.

## 0830 Registration and Welcoming

## 0900 Module 1: Fundamentals of Contracts

- Why Do We Use Contracts
- How Contracts Are Formed
- **Legal Requirements** for a Valid Contract
- Oral Contracts
- Electronic Contracts
- Incorporating **Terms** Into a Contract
- Authority to Enter Into a Contract
- Agency Contracts
- Methods of **Signing** and the Use of **Seals**

## 1030 Networking Break (15 minutes)

## 1045 Module 2: Managing Risks in Different Contract Types

- Identifying Types of Risks
- Commercial **Risks**
- Risks of Damage or Loss
- Choosing the **Right Type** of Contract
- Traditional Contracts and Lump Sum Payments
- Bank Guarantees
- Letters of Intent (LOI) and Letters of Award (LOA)

**ACTIVITY:** *Discussion and Review of Real-Life Cases*

## 1300 Lunch Break

## 1400 Module 3: Key Contractual Terms (Based on Contract Act 1950)

- Simplified Legal Language for Clarity
- Understanding Parties' **Obligations**
- **Liability** and Responsibilities
- Handling **Losses** and Negligence
- **Damages** and Compensation
- **Indemnities** and Insurance Considerations
- **Warranty** vs. **Conditions**
- Exploring **Implied Terms** in Contracts

## 1530 Networking Break (15 minutes)

## 1545 Module 4: Legal Aspects and Contractual Management

- Managing **Amendments** and **Variations**
- Maintaining Control Over **Changes** in Terms
- Understanding the Impact of Amendments and Variations
- Addressing Common **Contractual Issues**

## 1630 Q&amp;A and Wrap Up

- Recap of Key Concepts

## 1730 End of Day 1

## 0830 Registration and Welcoming

## 0900 Module 5: Performance and Obligations

- What It Means to "Perform" a Contract
- **Consequences** of Not Meeting Obligations
- Tips to Ensure **Compliance in Contracts**
- Negotiating When Obligations Are Not Met

**ACTIVITY:** *Discuss Strategies for Handling or Negotiating Common Performance Issues*

## 1030 Networking Break (15 minutes)

## 1045 Module 6: Managing Breach of Contract

- Types of **Breaches** and Their Practical Implications
- Steps to Take When a Contract Is Breached
- Understanding **Rights and Options** as a Non-Legal Professional

**ACTIVITY:** *Team Brainstorming on Breach Resolution Strategies*

## 1300 Lunch Break

## 1400 Module 7: Remedies and Alternative Dispute Resolution

- Simple Explanation of **Remedies** (e.g., Compensation and Specific Performance)
- **Alternative Dispute Resolution** Methods (Negotiation, Mediation)
- When and How to Involve Legal Professionals
- Overview of Negotiation, Mediation, Arbitration, and Litigation

**ACTIVITY:** *Case Scenario on Resolving a Dispute Without Litigation*

## 1530 Networking Break (15 minutes)

## 1545 Module 8: Practical Tips for Contracts

- Checklist for Reviewing Contracts Before Signing
- Best Practices for Negotiating **Fair Terms**
- Common **Red Flags** to Avoid in Agreements

**ACTIVITY:** *Interactive Session to Draft and Review a Basic Contract Template*

## 1630 Q&amp;A and Wrap Up

- Recap of Key Concepts
- Course Evaluation

## 1730 End of Day 2

View Our  
Training  
Calendar:



# Trainer's Biodata

## REVATHI KANNAN



With over 20 years of legal experience, Ms. Revathi Kannan is a distinguished legal practitioner, renowned for her expertise in **Contract Law and Dispute Resolution**. Her legal practice spans various

areas, including Employment Law, Corporate Law, and IT Law, with a specific focus on drafting, negotiating, and vetting contracts.

Ms. Revathi excels in guiding clients through complex contract negotiations, ensuring compliance, and managing legal risks. Her specialized training programs in Contract Law, Tender Bids, and Dispute Resolution are **highly sought after** by professionals across private enterprises, Government-Linked Companies (GLCs), and public sector organizations.

Ms. Revathi is also an **adjudicator for the Asian International Arbitration Centre (AIAC)** and has been appointed as a **Fellow and Certified Practitioner (Adjudicator) by the Asian Institute of Alternate Dispute Resolution (AIADR)**. She is a respected thought leader, regularly speaking on legal topics, with a focus on contract law and dispute resolution.

Her commitment to professional development is reflected in her **role on the AIADR Professional Development and Education Committee (PDEC)**, where she helps uphold high standards for legal practice.

## Testimonials from delegates attended our past workshops



"A dry topic was made engaging with real-life court experiences, helping me understand contract risks, dispute resolution, and key legal principles."

*Senior Manager, ICT, Tenaga Nasional Berhad*

"A great refresher that enhanced my knowledge of contract drafting, risk mitigation, and dispute resolution, making legal concepts more practical and applicable."

*AVP, Group Corporate Legal & Secretarial, MARA Corporation Sdn. Bhd.*

"Insightful and practical training that improved my understanding of structuring claims, ensuring clear contract terms, and identifying potential risks before they escalate."

*Manager, Compliance, Malaysia Marine and Heavy Engineering Sdn. Bhd.*

"A valuable course that clarified contract drafting strategies, negotiation techniques, and how to handle disputes effectively within commercial agreements."

*Manager, Business Development and Commercial, TNB Fuel Services Sdn. Bhd.*

"Comprehensive training that helped me better assess contract risks, identify ambiguous clauses, and ensure compliance with legal requirements."

*Manager, Company Secretarial, Corporate Services, Prudential BSN Takaful Berhad*

"A well-organized course that provided clarity on contract law, stamping procedures, and strategies to prevent breaches and mitigate risks."

*Senior HR & Admin Manager, HR, Rahman Hydraulic Tin Sdn. Bhd.*

## World Class Training Centre's Clients

Academy of Sciences Malaysia  
Affin Bank Berhad  
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Cyberview Sdn Bhd  
Department of Information Brunei  
Digi Telecommunications

EPF Learning Campus  
FGV Holdings Berhad  
FWD Takaful Berhad  
Hibiscus Oil & Gas Malaysia Limited  
Honda Malaysia Sdn Bhd  
Institut Jantung Negara  
Jabatan Kerja Raya Malaysia  
Jabatan Premier Sarawak  
and more...

# Sales Contract

## CANCELLATION & SUBSTITUTION

All cancellations of registration must be made in writing. If you are unable to attend, a substitute delegate will be very welcomed in your place. All cancellations will carry a 10% administration fee and cancellation must be in writing. Registrations which are cancelled less than 14 working days before the event must be paid in full. The full conference payable is non-refundable. A full set of documentation will be posted or couriered to you after the event.

## ACCOMMODATION

St. Giles Boulevard, Kuala Lumpur - Accommodation is not included in the training fee. For reservations, kindly book directly with the hotel at +(603) 2109 8888 and quote that you are participant of **WCTC Consulting Sdn. Bhd.** to enjoy our Corporate Rates. All accommodation bills and arrangements will be settled by the delegates directly with the hotel.

## FORCE MAJEURE

Should for any reason outside the control of **WCTC Consulting Sdn. Bhd.** any cancellation or delay of the event occurs, caused directly or indirectly by forces beyond control, including change of venue, change of trainers, accidents, natural catastrophes, acts of God and diseases (example: Covid-19), every effort will be made to reschedule the event. **WCTC Consulting Sdn. Bhd.** will not be held responsible for any costs arising from this change.

## PAYMENT METHOD

Payment is required within 5 working days upon receipt of invoice. Payment can be made via Cheque/ Bank Draft/ Electronic Transfer payable to:

**WCTC Consulting Sdn. Bhd.**  
**Bank: CIMB Bank Berhad**  
**Account No: 8605221013**

## IN-HOUSE ENQUIRY

You may wish to consider having an in-house course delivered remotely or at your premises. If you have a minimum of 10 participants with similar training needs, this course can be customised to fit specific training requirements. Please contact **Lynne Ho** at +(6)082 265 818

## YOUR CERTIFICATE

Delegate(s) who successfully complete this course by **WCTC Consulting Sdn. Bhd.** will be awarded our Certificate of Achievement, a statement of intelligence endorsed by world renowned subject matter expert.

**CL9486-25**

**Contract Law for Managers and Non Legal Professionals**

**Achieve Legal Clarity and Confidence in Contract Law**

**20 - 21 August 2025, St. Giles Boulevard Hotel, Kuala Lumpur**

**Workshop Investment  
RM4,988 (per delegate)**

**3<sup>rd</sup> & Subsequent Delegate  
RM4,788 (per delegate)**

Fees shown are not inclusive of SST, additional 8% will be incurred in tax invoice

Please complete this form immediately and fax to us at  
**+(6)082-265 828** or Email to us at **corpmarketing3@wtc-intl.com**

(Please write in BLOCK LETTERS)

## PARTICIPANTS' DETAILS

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
(Full Name as per in IC/passport)

Email: \_\_\_\_\_ DL/ Mobile: \_\_\_\_\_

Department: \_\_\_\_\_

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Department: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
(Full Name as per in IC/passport)

Email: \_\_\_\_\_ DL/ Mobile: \_\_\_\_\_

Department: \_\_\_\_\_

**INVOICE SHOULD BE DIRECTED TO**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
(Full Name as per in IC/passport)

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Department: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Is your organisation claiming HRD Corp training fund for this course? YES  NO

Program Code: 10001495659

## AUTHORISATION

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
(Full Name as per in IC/passport)

Department: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature: \_\_\_\_\_ (This Booking Is Invalid Without A Signature)

Training/HR Manager's Name & Email:

Website: \_\_\_\_\_

**For booking and enquiries, please contact WCTC**

**Ms. Tisha at +(6)010 259 9920**



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+(6)082 265 828



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