



WORTHINGTON
& ASSOCIATES LTD.

TWO DAY COURSES

IN-HOUSE SEMINARS *with* ROBERT C. WORTHINGTON, LLB

Drafting Contracts–I

Managing the Terms & Conditions of Goods and Services Contracts

The **Terms and Conditions** of a contract determine the rights, responsibilities and remedies of both the purchaser and the seller. Yet, how much time is spent developing these critically important tools? Do you know what should, could and might be included and why? In today's competitive marketplace you can't afford not to protect yourself.

Designed for supply management and purchasing professionals, this two-day intensive legal education workshop will give you the knowledge, the skills and the clauses to ensure you get value for your purchasing dollars. Newly revised and updated, **Drafting Contracts–I** explores the complexities of legal drafting and creating exceptional Purchase Orders, Purchase Agreements and Services Contracts.

TOPICS INCLUDE

- The laws of contract
- The purpose of purchasing contracts
- The structure and style of contracts
- Ensuring your Purchase Orders govern
- Mandatory and optional clauses for Purchase Orders, Purchase Agreements & Services Contracts
- Avoiding Deemed Employment Relationships
- Controlling Trade Secrets, Intellectual Property and Privacy Issues
- Tools and Clauses for controlling Contractor performance, avoiding unnecessary legal risk and ensuring well-done, on-time performance
- Controlling risks of electronic contracting
- Drafting Better Scopes of Work ... and more!

WHO SHOULD ATTEND Professional Contract Administrators, Professional Purchasers and Supply Managers, Financial Officers, General Managers and Human Resources Personnel. These types of organizations have found this course helpful:

■ Airports, Airlines and Aerospace Engineering ■ Educational Institutions; Universities, Colleges, School Boards ■ Federal and Provincial Governments, Crown Corporations, Municipalities, Districts ■ Forestry, Pulp and Paper ■ Medical Care Facilities, Hospitals and Health Authorities ■ Manufacturing and Distribution ■ Public Utilities, Power and Telecommunications ■ Oil and Gas ■ Mining, Minerals and Chemicals ■ Professional Associations ■ Private Business and Services.

All participants receive a detailed set of seminar materials to use as a reference.

TESTIMONIALS

■ *Bob's sense of humour made this seminar interesting and fun!* ■ *Excellent illustrations, real life examples and cases.* ■ *I liked Bob's energized teaching style and candid, practical, experience-based advice. This should be a mandatory course for all Purchasing Managers.* ■ *Entertaining, interesting, informative seminar.* ■ *Really got my money's worth! Excellent!*

IN-HOUSE SEMINARS

DATES

We are currently booking in-house seminars for **2009**

LOCATION

Your Office, Your City

FEES

- Fees are based on a flat daily teaching rate + incidental expenses + GST
- Fees include a custom-designed course presentation based on your company's procurement and contract documents.
- Train 12 – 40 staff for the same flat fee!
- For a custom seminar proposal and price quote, contact us today!

REGISTRATION

To book a seminar for your organization, please contact:

EML rcworthington@shaw.ca
TEL 604-488-0114

Dates booked are firm.

*Teaching schedule fills up quickly,
contact us today!*

PLEASE NOTE This seminar is designed to improve your contracts and knowledge of contract drafting. The course presumes a basic knowledge of contract law.



ROBERT C. WORTHINGTON, LLB

An award-winning lecturer in law, Robert C. Worthington, LLB, has taught purchasers and contract managers throughout Canada for over 26 years, specializing in the laws of contract, competitive bidding, and procurement. He has written two books on contract and procurement law, designed especially for contracting and procurement professionals. Robert's books and law courses are entertaining as well as informative. For more information, please visit his website at www.purchasinglaw.com.