



WORTHINGTON
& ASSOCIATES LTD.

ONE DAY COURSES

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

Avoiding Legal Risk

This one-day intensive legal education seminar is our introductory law course for both purchasing professionals and those who supervise or support them. The program covers the basic rules in the three most critical areas of law for contracting – the **laws of contract**, **agency** and **competitive bidding**. The course provides both an appreciation and an understanding of the difficult and complex tasks involved in purchasing goods and services in Canada. The course, as its title implies, focuses upon avoiding and minimizing the legal risk inherent in contracting and provides the basic tools to assist participants in recognizing when their actions create risk for their organization – and for themselves.

COURSE TOPICS

Law of Contract

- What a contract is
- How a contract is formed
- Verbal and electronic contracts
- How a contract is enforced
- Breach of contract and remedies

Law of Agency

- What an agent is and what agency means for the agent, the principal and outside third parties
- Critical elements in agency
- The concept of authority
- The obligations of the agent and the principal

Law of Agency cont'd

- The liabilities of the agent and the principal
- Resolving the problem of unauthorized maverick employees

Law of Competitive Bidding

- Methods of competitive bidding
- The laws of competitive bidding
- Obligations of the Owner
- Obligations of the Bidders
- Resolving common problems in competitive bidding (non-compliance and waiver, late bidding, clarification and negotiation)

WHO SHOULD ATTEND Private and public sector purchasers and managers; vendors and contractors who supply goods and services; anyone who hires or manages service contractors and suppliers for their organization; bidders and sub-trade contractors; and anyone who wants to learn more about how to avoid costly errors, improve their contracts and reduce legal risk. These 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
- Purchasing and Professional Associations
- Private Business and Services

What participants have said about our courses ■ *I gained practical knowledge that can be applied immediately to my daily work.* ■ *I enjoyed Bob's lively presentation style, he gave lots of great examples throughout the course.* ■ *The instructor explained everything step by step.* ■ *Valuable, relevant information!* ■ *Clear, logical and practical...an excellent seminar!*

IN-HOUSE SEMINARS

DATES

We are currently booking in-house seminars for **FALL / WINTER 2008 – 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 topic-related procurement, contract or competitive bidding 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!

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



ROBERT C. WORTHINGTON, LLB

An award-winning lecturer in law, Robert C. Worthington, LLB, has taught purchasers and contract managers throughout Canada for the past 25 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 purchasing professionals. Robert's books and law courses are entertaining as well as informative. For more information please check out his website at www.purchasinglaw.com.