



Legal Drafting & Contract Writing

Government, Legal & Public Sector

QGT-GOV-102 | Foundation | 5 or 10 days | Online, classroom, in-house

Course overview

Legal Drafting & Contract Writing is an introduction that builds a solid working knowledge in Legal Drafting & Contract Writing. It covers the principles, the requirements of international public-sector frameworks and GCC regulations, and the practical methods used on site, with case studies from operations in the Gulf, Africa and worldwide. Available online, in the classroom in 60 cities, or in-house.

What participants will be able to do

- Explain the principles, terminology and scope of Legal Drafting & Contract Writing
- Apply the relevant requirements of international public-sector frameworks and GCC regulations
- Use practical tools, checklists and calculations with confidence
- Recognise common problems, risks and root causes and choose the right corrective action
- Prepare an improvement plan for their own site or organisation

Who should attend

Designed for government officials, legal advisors, compliance officers and policy teams, new joiners and anyone who needs a solid grounding in the subject.

Course outline (5 days)

Day 1: Principles and terminology

Scope, key definitions and how Legal Drafting & Contract Writing fits into daily operations

Day 2: Codes, standards and requirements

What international public-sector frameworks and GCC regulations require, and how to read them

Day 3: Methods, tools and calculations

Step-by-step methods, checklists and worked examples

Day 4: Operation, inspection and common problems

Typical failures, warning signs and what to do about them

Day 5: Case studies, workshop and assessment

Group exercise on real cases and a final knowledge check

What the 10-day edition adds

Day 6: Applied project, part 1 – Apply the week-one methods to a case from your organisation

Day 7: Data and digital tools – Software, spreadsheets and digital tools used in practice

Day 8: Lessons from incidents and audits – What investigations and audit findings teach

Day 9: Applied project, part 2 – Complete, test and refine your solution

Day 10: Presentations and final assessment – Present to the group and complete the final assessment

Fees (USD per participant)

Duration	Live online	Classroom	In-house
5 days	\$3,000	\$5,500	On quote
10 days	\$5,500	\$9,900	On quote

Fees include course material and certificate of completion; classroom fees include refreshments and lunch. In-house training is priced per group.

Dates and cities 2027–2030

Dates	City	Format	Duration	Fee
15–19 Feb 2027	Singapore	Classroom	5 days	\$5,500
21 Jun – 2 Jul 2027	Istanbul	Classroom	10 days	\$9,900
16–20 Aug 2027	Frankfurt	Classroom	5 days	\$5,500
6–17 Sep 2027	Barcelona	Classroom	10 days	\$9,900
1–5 Nov 2027	Online (live)	Online (live)	5 days	\$3,000
10–14 Jan 2028	Budapest	Classroom	5 days	\$5,500
28 Feb – 10 Mar 2028	Houston	Classroom	10 days	\$9,900
3–7 Apr 2028	Luanda	Classroom	5 days	\$5,500
8–19 May 2028	Berlin	Classroom	10 days	\$9,900
7–11 Aug 2028	Online (live)	Online (live)	5 days	\$3,000
5–9 Feb 2029	Abu Dhabi	Classroom	5 days	\$5,500
11–22 Jun 2029	Brussels	Classroom	10 days	\$9,900
24–28 Jun 2029	Amman	Classroom	5 days	\$5,500
1–12 Oct 2029	Houston	Classroom	10 days	\$9,900
22–26 Oct 2029	Online (live)	Online (live)	5 days	\$3,000
17–21 Feb 2030	Erbil	Classroom	5 days	\$5,500
18–29 Mar 2030	Tunis	Classroom	10 days	\$9,900
13–17 May 2030	Zurich	Classroom	5 days	\$5,500
17–28 Jun 2030	Manchester	Classroom	10 days	\$9,900
23–27 Sep 2030	Online (live)	Online (live)	5 days	\$3,000

How to register

Register online or scan the code

<https://qimmatrainig.com/courses/legal-drafting-and-contract-writing/>

WhatsApp: +971 50 697 0908

Email: training@qimmatrainig.com

