

# Basic Contracts For Non-Lawyers

## Overview

Breach of contract results in liabilities and damages. Entrepreneurs and professional managers may even be personally liable. Contract management skills is, thus, important to successfully run, operate, and manage a business away from liabilities.

## Objectives

- \* To learn the legal requirements of a valid contract
- \* To know if a contract is defective or void

## Who Should Participate

- \* Entrepreneurs and businessmen
- \* Professionals who may need to understand contracts
- \* Any person who wants to know about the basic legal aspects of contracts

## Key Topics

- \* **CONTRACTS: GENERAL**
- \* Part 1: Why do you need to properly draft a contract?
  - \* I. Concept of a contract
    - a. Requisites of a contract
    - b. Consensual nature
    - c. Formal contracts
    - d. Public instruments
  - \* II. Status of a Contract
    - a. Valid contracts
    - b. Rescissible contracts
    - c. Unenforceable contracts
    - d. Voidable contracts
    - e. Void contracts
  - \* Part 2: Stages of a Contract
  - \* III. Negotiations, Perfection, and Consummation
    - a. Negotiations as starting point
    - b. Perfection seals a contract
    - c. Consummation is all about delivery
  - \* Part 3: Drafting a Contract
  - \* IV. The Contract Name
    - a. Some contracts have a name, some don't
  - \* V. The Parties
    - a. Importance of designating the parties
    - b. Multi-party Contracts
  - \* VI. The Whereas Clauses
    - a. Manifesting the true intentions of the parties
    - b. Phrasing a good whereas clause
  - \* VII. Terms and Conditions
    - a. Nuts and bolts of a contract
    - b. Three parts of the terms and conditions
  - \* VIII. Signature and Notarial Details
    - a. The parties and their authorized representatives
    - b. The value of a notarized contract

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## Time

- \* 9:00 am - 4:00 pm

## Venue

- \* Unit 201 Richbelt Tower,  
17 Annapolis St.,  
Greenhills, San Juan City,  
Metro Manila

## Schedule

- \* Please check our website, or you may call any of our customer representatives.
- \* Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by seminar registrant resulting from cancellation of any of our events.

## Seminar Fee

- \* Php 3,000.00 per person (inclusive of snacks, lunch, seminar kit, handouts, certificate of attendance)

## Discount

- \* 10% Discount if FULL AMOUNT is paid at least five (5) banking days before the event.

## Reservation

- \* Please call to register, or use the registration form below. Kindly fill-out, and send to us through fax (727.8860 or 727.5628) or email. You will receive a confirmation within 48 hours.

## Mode of Payment

- \* Deposit payment at Banco de Oro, Savings Account Name: BusinessCoach, Inc. Then kindly fax or email deposit slip (indicate name of participant and seminar title) to confirm reservation.
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