Drafting Memoranda of Understanding and Heads of Agreement

Legal Training

Course Overview

Drafting Memoranda of Understanding and Heads of Agreement: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

- Explain the core principles and current good practice in Drafting Memoranda of Understanding and Heads of Agreement
- Apply practical tools and techniques for Drafting Memoranda of Understanding and Heads of Agreement in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Drafting Memoranda of Understanding and Heads of Agreement in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Contracts and procurement professionals, legal advisors, compliance officers and managers who negotiate or administer agreements.

Course Outline

1. Setting the scene: Drafting Memoranda of Understanding and Heads of Agreement in today's organisation
2. Key concepts and the language of Drafting Memoranda of Understanding and Heads of Agreement
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Drafting Memoranda of Understanding and Heads of Agreement with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
2 to 6 Nov 2026	Pretoria	**$1,550**
9 to 13 Nov 2026	Harare	**$1,450**
23 to 27 Nov 2026	Cairo	**$1,395**

30 Nov to 4 Dec 2026	Windhoek	**$1,395**

LTC Consultants
Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za
Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.