Plain Language Contract and Legal Drafting for Non Lawyers

Corporate Communications

Course Overview

Plain Language Contract and Legal Drafting for Non Lawyers: 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 Plain Language Contract and Legal Drafting for Non Lawyers
- Apply practical tools and techniques for Plain Language Contract and Legal Drafting for Non Lawyers in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Plain Language Contract and Legal Drafting for Non Lawyers 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: Plain Language Contract and Legal Drafting for Non Lawyers in today's organisation
2. Key concepts and the language of Plain Language Contract and Legal Drafting for Non Lawyers
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 Plain Language Contract and Legal Drafting for Non Lawyers 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	Cape Town	**$1,650**
9 to 13 Nov 2026	Lusaka	**$1,450**
16 to 20 Nov 2026	Maputo	**$1,550**
23 to 27 Nov 2026	Johannesburg	**$1,450**

30 Nov to 4 Dec 2026	Nairobi	**$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.