

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)
5 to 9 Oct 2026	Pretoria	\$1,395
12 to 16 Oct 2026	Gaborone	\$1,550
19 to 23 Oct 2026	Kigali	\$1,395
26 to 30 Oct 2026	Online	\$750

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

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.