



WORTHINGTON
& ASSOCIATES LTD.

ONE
DAY

COURSE

SEMINAR MATERIALS written by procurement law expert ROBERT C. WORTHINGTON, LLB

Secrets of Supply Contract Drafting

Managing the Terms & Conditions of Goods and Services Contracts

The Terms and Conditions of a contract determine the rights, responsibilities and remedies of both the purchaser and the seller. Yet, how much time is spent developing these critically important tools? Do you know what should, could and might be included and why? In today's competitive marketplace you can't afford not to protect yourself. Designed for supply management and purchasing professionals, this one-day intensive legal education workshop will give you the knowledge, the skills and the clauses to ensure you get value for your purchasing dollars. This seminar explores the complexities of legal drafting and creating exceptional Purchase Orders, Purchase Agreements and Services Contracts.

TOPICS INCLUDE

- The laws of contract
- The purpose of purchasing contracts
- The structure and style of contracts
- Ensuring your terms govern
- Mandatory and optional clauses for Purchase Orders, Purchase Agreements & Services Contracts
- Avoiding Deemed Employment Relationships
- Controlling Trade Secrets, Intellectual Property and Privacy Issues
- Tools and Clauses for controlling Contractor performance, avoiding unnecessary legal risk and ensuring well-done, on-time performance
- Controlling risks of electronic contracting
- Drafting Better Scopes of Work ... and more

WHO SHOULD ATTEND Professional Contract Administrators, Professional Purchasers and Supply Managers, Financial Officers, General Managers and Human Resources Personnel. These types of organizations have found this course helpful:

- Airports, Airlines & Aerospace Engineering
- Educational Institutions; Universities, Colleges, School Boards
- Federal & Provincial Governments, Crown Corporations, Municipalities, Districts
- Forestry, Pulp & Paper
- Medical Care Facilities, Hospitals & Health Authorities
- Manufacturing & Distribution
- Public Utilities, Power & Telecommunications
- Oil & Gas
- Mining, Minerals & Chemicals
- Professional Associations
- Private Business & Services.

TESTIMONIALS • Excellent illustrations, real life examples and cases. • Practical, experience-based ... this should be a mandatory course for all Purchasing Managers. • Entertaining, interesting, and informative seminar. • Really got my money's worth! • Excellent course - all procurement staff should take it. • Fantastic!

SEMINAR

LICENSES

Licenses are now available to allow your qualified in-house personnel to teach this seminar to your team!

LOCATION

Your Office, Your City

FEES

- Fees are based on a flat rate + additional registrants + expenses + taxes
- We can custom-design course presentations based on your company's procurement and contract documents.

BOOKINGS

For a custom seminar proposal and price quote, contact us today!

EML rcworthington@shaw.ca

TEL 250-580-6044

All participants receive a detailed set of seminar materials as a reference.

This seminar presumes participants have a basic knowledge of contract law and practice.



ROBERT C. WORTHINGTON, LLB

An award-winning lecturer in law, Robert C. Worthington, LLB, taught purchasers and contract managers throughout Canada for over 30 years, specializing in the laws of contract, competitive bidding, and procurement. He has written three books on contract and procurement law, designed especially for contracting and procurement professionals. His fourth book, on *Negotiation*, helps you to negotiate better contracts. Robert's books and law courses are entertaining as well as informative. For more information, please visit his website at www.purchasinglaw.com.