



NATIONAL PRODUCTIVITY COUNCIL

(Under DPIIT, Ministry of Commerce & Industry, Govt. of India)

2 Days' Workshop on "Commercial Contract Drafting & Negotiation"

01 & 02 Feb, 2020 at NPC, Lodhi Road, New Delhi

National Productivity Council (NPC) is a national level organization promoting productivity culture in India. Established as a registered society by Government of India, NPC is functioning under Ministry of Commerce & Industry, Govt. of India. It is an autonomous, tripartite, non-profit organization having equal representation from government, employer and worker organizations and from technical and professional institutions on its Governing Council. NPC provides consultancy and training and undertakes research in the areas of productivity besides implementing productivity promotion programmes of the Tokyo based Asian Productivity Organisation (APO), an inter-governmental body where NPC represents Government of India as a founder member.

1. Programme background and the need for practical training:

NPC is pleased to offer an intense yet interesting 2-day Workshop on "Excellence in Drafting Commercial Contracts" which will be imparted by Mr. Bhumesh Verma, Core NPC Faculty, who is also a Managing Partner of Corp Comm Legal which is a corporate/commercial laws focused firm with its head office in New Delhi, India. We have associate offices across all major cities in India and we also work with several foreign law firms on a non-exclusive basis on international transactions

Our law and management institutes have limited time to train students professionally due to paucity of time and never-ending internal and semester exam schedule. Contract drafting / reviewing skill is one of the most important traits of any lawyer or manager. The importance can hardly be overemphasised for a lawyer – be it practising in a court, working with a law firm or a company. A manager, on the other hand, spends his entire working life in negotiating and / or executing contracts.

Most of the books available in market on the subject only throw some light on limited provisions of Contract law and not on practical skills. Reading draft contracts or even books on contract drafting too has its own limitations.

During internships, students hardly get work beyond proof-reading of a contract. In a law firm or a corporate office, the superiors do not have time to train and teach



new kids on the block. Once hired, no one is given any concessions for not knowing contract drafting / reviewing beforehand, despite knowing that most students are not taught this in law / management school.

As a result, most professionals learn by trial and error. Many prevalent practices are outdated, superfluous, or even counterproductive. Realising this, corporates and educational institutions are enhancing their engagement with professionals to impart practical knowledge to their students / executives to make them job ready and infuse confidence.

1. **Certification:** The Participants, at the end of the successful completion of 2-day workshop shall be awarded a **Certificate of Participation**.

Faculty Profile:

One of the most recognised Indian corporate lawyers, Bhumesh has been in international corporate practice for last 25 years, having been a partner with some of the biggest law firms in India. A coveted Chevening Scholar in 2000, he has also been listed among Top 100 Indian lawyers and Top 10 Admired Indian lawyers from time to time.

He is passionate about sharing his knowledge and experience with younger generation and is a guest faculty with leading law and management institutes. He has written more than 400 articles on legal and business issues, which are very keenly followed throughout the globe. **He has also authored 2 books on “Contract Drafting Skills” and edited one on “Mergers & Acquisitions”.**

Bhumesh has been invited to take guest lectures and training sessions on Contract Drafting and other corporate laws / issues in the following institutions, among others:

**NUSRL, Ranchi, MNLU, Mumbai, NLU, Delhi, National Univ. of Singapore
UPES College of Law, Dehradun, Delhi University, Pune University Geeta
Institute of Law, Panipat, Lloyd Law College, Greater Noida, Lovely
Professional University, Kirit P Mehta College of Law, NMIMS, Mumbai, Birla
Institute of Management & Technology, Greater Noida, VIPS, Delhi.**

Besides, Bhumesh has conducted similar workshops / webinars for law students / professionals at different events and training sessions for in-house legal / business leaders at multinational corporations.

2. The Focus Areas:

The practical and interactive sessions (about 6 hours each day) will emphasise



upon:

1. What are the ailments associated with drafting of contracts?
2. What does a client expect?
3. How do you protect your client's interest?
4. How should you work with templates and decide what to add, edit or delete?
5. What strategy should you adopt for drafting / negotiating drafts?
6. How to draft different critical clauses (20 or more, depending on time)?

3. Exercises:

1. Role play mirroring real life examples / situations
2. Finding missing clauses in a template
3. Reviewing a contract
4. Negotiation Session

4. Modes of discussion:

1. PPT
2. Whiteboard
3. Live interaction between resource person and audience
4. Role play on stage
5. Group discussions
6. Working on Printouts

5. Broad Outline:

Day 1

1. Introduction to the subject / resource person
2. What is good drafting?
3. Why is good drafting needed?
4. What should a good contract do?
5. If, how and when to use precedents / templates and when not to?
6. Components of contracts
7. Kinds of contracts
8. Difference between agreements, MOUs and contracts
9. Discussion about different clauses of a contract
10. Exercises on drafting
11. Different clauses of Contract
12. How to Review the contract

Day 2

13. Discussion about different clauses of a contract (contd.)



14. Negotiation of Contracts – what, why, whether, how, etc.
15. Exercises on drafting and negotiations
16. Why and how you should balance a draft
17. How to remember all that you learn in the workshop
18. Question – answer session
19. Evaluation / Assessment
20. Concluding remarks
21. Feedback from participants
22. Certificate distribution and photo session

6. Timings: 10 am to 5 pm

- 1 Lunch break (40 minutes) and 2 Tea breaks (15 minutes each)

7. Venue: NPC Conference Hall, National Productivity Council, Utpadakta Bhawan, 5-6 Institutional Area, Lodhi Road, New Delhi-110031

8. Participation Fees: Rs. 5000/- (Plus 18% GST)

Final amount to be paid Rs. 5900/-

9. Contact Information:

Programme Coordinator: Shrawani Srivastava

Email: shrawani.s@npcindia.gov.in,

shrawani.npcdelhi@gmail.com

Mobile No- 9599876800

10. Payment Details:

Programme fees to be paid by NEFT/RTGS in the name of National Productivity Council

Bank Details; Indian Overseas Bank 70, Golf link branch, New Delhi

SB A/C no – 026501000009207

MICR – 110020007, IFSC No- IOBA0000265

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