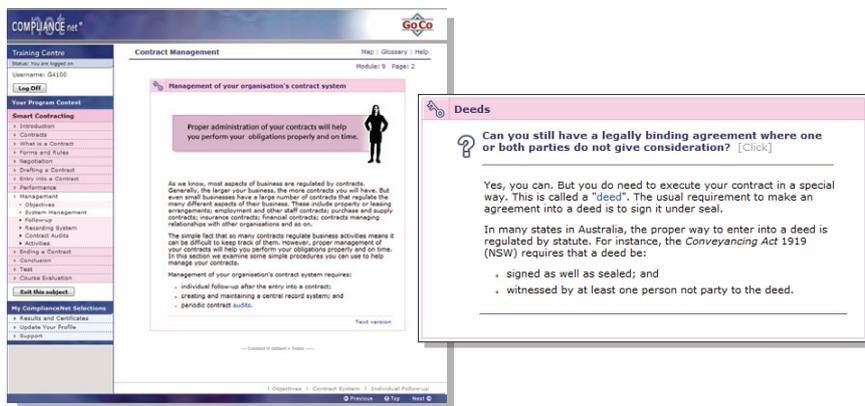


Smart Contracting Online Training

Contracts are the fundamental basis of most business relationships. Every day, in every organisation, contracts are made by email, fax, letter and conversation - and not only by the legal department.

Managing the contracting process is an essential business precaution. If all the implications (and limitations) of a contract are understood by everyone involved business is more efficient, less complicated and less risky!

Program Key Features



With engaging and informative content prepared by **Gilbert + Tobin Lawyers**, this course is aimed at a non-legal audience, ensuring your team will understand potential risks, and know when to seek further guidance.

Using proven instructional and user-centred learning methodologies, this program provides a clear explanation of Key Points, is illustrated by Case Studies and Dos and Don'ts and utilises Quick Quiz questions to engage users.

To confirm a user has worked through and understood the instructional material, they are required to undertake an assessment drawn from our extensive question database.

Options Available for Customisation

Client specific content can be incorporated and course variations defined so that users are only presented topics relevant to their potential areas of risk.

Animated scenarios, Case Studies and interactive content specific to your organisation or business units can be developed to enrich your users experience.

User Administration

Our proprietary Training and Performance Management System is a fully featured, AVETMISS compliant Learner Management System. Using the administration system features, training administrators can add users, change a users details, enrol or remove a user in a course, monitor employees' knowledge and abilities and pinpoint any problem areas.

System tracking and reports can provide proof to regulators and courts that you have an effective compliance training system in place.

Program Topics

- Introduction to contracts
- What is a contract?
- Forms and rules
- Negotiation
- Drafting a contract
- Entry into a contract
- Performance
- Contract management
- Ending a contract
- Smart Contracting Checklist

Learning Objectives

Smart Contracting program describes the basic elements of contracting and contract law and will assist your employees to adopt smart contracting practices in their job.

After completing this program employees will understand the need for careful review of contracts before entering into them. They will be able to identify the main pitfalls of negotiation, entry into contract, performance of and exit from contracts and explain how these pitfalls can be avoided.

Duration



Between 1.0 and 2.0 hours depending on the number of topics the user is assigned

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