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## **BEST PRACTICES GUIDE ON CONTRACT LAW FOR NON-LAWYERS**

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**TUESDAY & WEDNESDAY, JUNE 25 & 26, 2024  
1:30PM TO 5:00PM via ZOOM**

### **COURSE OUTLINE**

This program is designed to enhance the competency of leaders, entrepreneurs, professionals, and non-lawyers to understand the fundamentals and sticky areas in contract law. The area of obligations and contracts can be a minefield of worries and problems. A bad contract may spur a multitude of headaches for the parties. It can kill a thriving business and destroy the nest egg of the family. Knowledge of the substance and form of agreements can prevent serious conflicts that can escalate to lawsuits and violence. A good contract that binds the parties to their respective promises signals a smooth and continuous relationship for the parties.

**The Nature of Contracts:** How to Determine If Your Contract is Worth Its Weight in Law

**The Binding Nature of Agreements:** How to Make Sure All Parties Keep Their Promises

**The Essential Elements of a Contract:** How to Make Sure That Your Agreement Will Not Be Thrown Out by the Courts

**Contract Formation:** How to Know If You Have a Valid and Enforceable Agreement That Produces Results

**The Importance of Mutual Assent:** How to Avoid Problems Involving the "Meeting of the Minds" Between the Parties

**The Mystique of Consideration:** How to Put "the Glue" that Keeps the Contract Together

**The Covenant Killers:** How to Avoid and Defeat Contractual Defenses That Could End Up Writing Finis to Your Agreement

**The Communication Glitches:** How to Spot Problems Involving Rejection or Revocation of Offers and Acceptance Before They Happen and How to Remedy Them

**The Outsiders:** How to Determine the Rights and Remedies of Non-Parties to the Contract

**The Assignment of Rights and Delegation of Duties:** How to Transfer Benefits and Burdens Under Your Agreement

**The Construction:** How to Follow Rules on Contract Interpretation and the Parol Evidence Rule

**The Timing:** How to Know When a Contracting Party's Duty to Perform Becomes Absolute



**The Conditions:** How to Know if there is a Condition to the Party's Performance in the Contract and Has the Condition Been Excused or Satisfied

**The Duties:** How to Know if the Duty of a Party to Perform Has Been Discharged

**The Breach:** How to Determine if the Agreement Has Been Breached

**The Remedies:** How to Tell If the Breach is Material or Minor and the Legal and Equitable Remedies of Contract Available to You

**The Defenses:** How to Defend Yourself If You are Charged with Breach of Contract

**The Written Word:** How to Write the Contract and the Important Clauses that Go with It

**The Enforcement:** How to Choose Specific Performance, Restitution, Quasi-Contract Relief, Injunctive Relief, Damages, Rescission, and Reformation as Instruments of Contract Implementation

**The Defective Contracts:** How to Know the Difference Among Void Contracts, Voidable Contracts, Rescissible Contracts, and Unenforceable Contracts

**The Statute:** How to Appreciate the Value of the Statute of Frauds

**Micah Jalos**

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