

Course No. 1623

Contract Drafting, Review & Negotiation Skills

LEGAL, CONTRACTS & COMPLIANCE
OIL & GAS

DURATION

5 Days

DELIVERY

Classroom



Course Overview

Contract Drafting, Review & Negotiation Skills for the Oil & Gas Sector is a specialized professional training course designed to develop the practical capabilities required to draft, review, analyze, and negotiate commercial contracts within the complex operating environment of the oil and gas industry. Oil and gas organizations routinely manage high-value contractual relationships involving operators, contractors, engineering and construction companies, drilling contractors, oilfield service providers, suppliers, joint-venture partners, and other commercial stakeholders. The quality of contract drafting and negotiation can have a direct impact on risk allocation, project performance, cost control, operational continuity, and the protection of organizational interests.

The course provides a structured approach to professional contract drafting and review, focusing on clarity, consistency, enforceability, commercial practicality, and effective allocation of contractual risk. Participants will examine the architecture of commercial contracts and learn how to develop clear provisions covering scope of work, deliverables, payment, performance, liability, indemnity, warranties, insurance, confidentiality, intellectual property, force majeure, changes, suspension, termination, and dispute resolution. Particular attention is given to identifying ambiguity, conflicting provisions, excessive exposure, unfavorable obligations, and gaps that may create future contractual disputes.

Contract review is addressed as both a legal and commercial discipline. Participants will learn how to conduct systematic clause-by-clause reviews, identify critical risk areas, distinguish negotiable provisions from essential protections, and assess the operational and financial implications of contractual language. The program also examines the relationship between contract terms and project realities, including technical specifications, schedules, procurement requirements, contractor responsibilities, payment mechanisms, performance obligations, and project interfaces.

The negotiation component develops practical skills for preparing negotiation strategies, establishing priorities, managing concessions, addressing opposing positions, and reaching commercially sustainable outcomes. Through realistic oil and gas scenarios, participants will practice negotiating key contractual provisions and handling difficult commercial positions while maintaining professional relationships. The course ultimately supports organizations in building stronger contracts, improving negotiation outcomes, reducing avoidable contractual exposure, and establishing more disciplined contract governance across the oil and gas value chain.

Objectives

- Analyze the structure, purpose, and key components of commercial contracts used across the oil and gas industry.
- Develop clear and commercially practical contractual clauses covering scope, obligations, performance, payment, risk, and remedies.
- Evaluate contractual language to identify ambiguity, inconsistencies, gaps, excessive obligations, and potential sources of legal or commercial exposure.
- Apply systematic contract review techniques to assess clauses from legal, commercial, financial, technical, and operational perspectives.
- Design effective risk allocation provisions addressing liability, indemnity, warranties, insurance, force majeure, and termination.
- Improve the drafting of provisions governing variations, changes, extensions, delays, performance requirements, and contractor responsibilities.
- Assess the commercial implications of contractual terms before entering negotiations or approving significant contractual commitments.
- Develop structured negotiation strategies based on organizational priorities, risk tolerance, commercial objectives, and contractual interests.
- Apply effective negotiation techniques to manage objections, competing positions, concessions, deadlines, and difficult contractual discussions.
- Evaluate governing law, jurisdiction, dispute resolution, confidentiality, intellectual property, and other critical provisions in international oil and gas contracts.
- Strengthen coordination between legal, contracts, commercial, procurement, project, engineering, finance, and operations teams during contract development and negotiation.
- Prepare a practical contract drafting, review, and negotiation framework suitable for high-value oil and gas agreements.

Who Should Attend

This course is designed for contracts managers, contract engineers, contract specialists, contract administrators, commercial managers, legal counsel, legal advisors, procurement professionals, claims specialists, and professionals responsible for preparing, reviewing, negotiating, or administering contracts in the oil and gas industry. It is particularly relevant to professionals working with engineering, procurement and construction contracts, engineering and project management agreements, drilling contracts, oilfield services agreements, supply contracts, maintenance

agreements, fabrication contracts, transportation agreements, and other commercial arrangements.

The program is also suitable for project directors, project managers, commercial directors, procurement managers, legal department managers, project controls professionals, risk managers, finance professionals, operations managers, and senior executives involved in approving or negotiating significant contractual commitments. It is relevant to national and international oil companies, oilfield service providers, EPC contractors, engineering and construction companies, drilling contractors, suppliers, joint-venture organizations, and other businesses operating across the oil and gas value chain.

Learning Outcomes

- Explain the structure and commercial purpose of key provisions used in oil and gas contracts.
- Draft clear contractual provisions that accurately reflect agreed commercial and operational requirements.
- Conduct systematic reviews of contracts and identify clauses that require clarification, amendment, negotiation, or escalation.
- Identify legal, commercial, financial, technical, and operational risks arising from contractual language.
- Assess the implications of liability, indemnity, warranty, insurance, penalty, and limitation-of-liability provisions.
- Review scope of work, deliverables, payment terms, performance requirements, and change mechanisms for consistency and completeness.
- Evaluate force majeure, suspension, termination, governing law, jurisdiction, and dispute resolution provisions.
- Develop contract negotiation plans that define objectives, priorities, fallback positions, and acceptable concessions.
- Apply professional negotiation techniques when dealing with contractors, suppliers, operators, joint-venture partners, and other stakeholders.
- Prepare structured responses to proposed contractual amendments and unfavorable counterparty positions.
- Improve coordination between legal, commercial, procurement, project, engineering, finance, and operations functions during contract negotiations.
- Produce a practical contract drafting, review, and negotiation checklist applicable to oil and gas

agreements.

Course Outline

DAY 01

Fundamentals of Contract Drafting in the Oil & Gas Industry

- Role of commercial contracts in the oil and gas value chain
- Structure and architecture of professional oil and gas contracts
- Contract definitions, interpretation, hierarchy, and order of precedence
- Scope of work, specifications, deliverables, responsibilities, and performance obligations
- Payment terms, commercial conditions, milestones, and contractual procedures
- Representations, warranties, covenants, and conditions
- Drafting principles for clarity, consistency, precision, and commercial practicality
- Managing contractual terminology, cross-references, schedules, appendices, and supporting documents
- Common drafting weaknesses and sources of contractual ambiguity

PRACTICAL APPLICATION

Drafting and reviewing selected provisions of an oil and gas commercial contract

DAY 02

Contract Review, Risk Allocation & Critical Clauses

- Systematic approaches to professional contract review
- Clause-by-clause legal and commercial risk assessment
- Identifying gaps, inconsistencies, conflicting provisions, and unfavorable obligations
- Liability and limitation-of-liability provisions
- Indemnities, warranties, guarantees, and allocation of contractual risk
- Insurance requirements and risk transfer mechanisms
- Confidentiality, information protection, and intellectual property
- Force majeure and events affecting contractual performance
- Suspension, termination, default, and contractual remedies

DAY 02 — CONTINUED

PRACTICAL APPLICATION

Conducting a structured risk review of a high-value oil and gas contract

DAY 03**Drafting Changes, Performance, Claims & Dispute Provisions**

- Drafting effective variation and change management provisions
- Change orders, scope modifications, additions, omissions, and technical changes
- Delay, extension of time, disruption, and performance provisions
- Contractor and supplier performance requirements
- Payment disputes, additional costs, and contractual recovery mechanisms
- Claims procedures, notices, documentation, and time-sensitive requirements
- Drafting provisions for breach, default, cure periods, and remedies
- Termination rights and post-termination obligations
- Dispute resolution, escalation, negotiation, mediation, and arbitration provisions

PRACTICAL APPLICATION

Reviewing and improving contractual clauses related to change, delay, claims, and disputes

DAY 04**Contract Negotiation Strategy & Practical Negotiation Skills**

- Principles of strategic contract negotiation in the oil and gas sector
- Preparing negotiation objectives, priorities, risk positions, and fallback options
- Stakeholder analysis and understanding counterparty interests
- Negotiating price, scope, payment, liability, indemnities, warranties, and performance
- Managing contractual risk allocation during negotiations
- Handling difficult positions, objections, pressure, and competing priorities
- Effective questioning, listening, clarification, and commercial communication
- Managing concessions and maintaining negotiation leverage

DAY 04 — CONTINUED

- Recording agreed positions and converting negotiations into clear contractual language

PRACTICAL APPLICATION

Simulated negotiation of a complex oil and gas contract between an operator and contractor

DAY 05

Advanced Contract Negotiation, Governance & Implementation

- Negotiating international oil and gas contracts and cross-border considerations
- Governing law, jurisdiction, regulatory requirements, and contractual compliance
- Managing negotiation risks across legal, commercial, technical, financial, and operational teams
- Contract approval processes and internal negotiation authority
- Contract review checklists, risk registers, deviation logs, and negotiation trackers
- Managing post-negotiation revisions and ensuring consistency between agreed positions and final contract documents
- Contract governance and maintaining an effective audit trail of contractual decisions
- Lessons learned from negotiations and continuous improvement of contract standards
- Building organizational capability in contract drafting, review, and negotiation

FINAL WORKSHOP

Developing a complete Contract Drafting, Review & Negotiation Strategy for a High-Value Oil & Gas Contract

Register or Request More Information

Course page: <https://quest-training.com/courses/contract-drafting-review-negotiation-skills>

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