



# CONTRACT LAW FOR NON-LAWYERS

## *New Zealand 2025*

### Dates

**Auckland:** 5th August

**Christchurch:** 12th August

**Wellington:** 7th August

**Online:** 14th August

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### About The Course

Whether you're reviewing supplier agreements, authorising project contracts, or managing procurement in your business or organisation, understanding the fundamentals of contract law is essential for avoiding costly legal pitfalls.

The Leadership Institute's Contract Law for Non-Lawyers is a practical masterclass designed for non-lawyers who regularly interact with contracts in the course of their role. It provides essential legal knowledge and hands-on tools to help you confidently interpret, draft, and manage contracts under New Zealand law.

Led by a senior legal practitioner with extensive experience across Aotearoa and the wider Asia-Pacific region, you'll gain insight into local legal obligations and how to practically apply contract law principles in real-world commercial and government settings.

## About The Presenter



### ALAN PRASAD, Special Counsel, Aspect Legal

With more than 20 years of experience at the helm of award-winning commercial law firms and practice groups, Alan Prasad brings incredible experience to businesses and deals of all shapes and sizes – from small businesses and SMEs through to mid-market companies with global operations.

He has worked with clients and businesses based in Australia, New Zealand, the UK and South Pacific Nations, and has advised on both public and private mergers and acquisitions, as well as cross-border transactions.

Alan seamlessly incorporates his expertise in business sales, mergers and acquisitions, intellectual property, commercial contracts and international business into his advice.

An entrepreneur at heart, Alan has also navigated several business sales, acquisitions and startups of his own. This first-hand experience as a business owner includes a diverse range of industries including FMCG, education and professional services sectors, and alongside his legal expertise, is key to ensuring his advice is always practical, well rounded and commercially sound.

Outside the office, Alan is passionate about supporting the environment both locally and abroad. He's a keen supporter of Landcare Australia's Coastcare Program and in his spare time, he can often be found adding to his "Countries to Visit Next" list (he's made quite a dent in it already!).

## Key Benefits Of Attending



Understand the fundamentals of New Zealand contract law, including contract formation, enforceability, and capacity



Identify and manage key contractual risks and problematic clauses under NZ law



Learn best practices for drafting clear, enforceable contracts using plain language



Recognise legal implications in responding to or issuing RFPs, tenders, and supply contracts



Understand remedies and alternative dispute resolution processes available under New Zealand legislation



Gain confidence in interpreting and negotiating contracts in both public and private sector settings

## Who Should Attend

The Leadership Institute's *Contract Law for Non-Lawyers* is designed for professionals who regularly encounter contracts in their daily role or through the operation of their business. This includes, but is not limited to, managers, chief officers, directors with responsibilities including:

- Contracts
- Procurement
- Purchasing
- Commercial issues
- Assets
- Projects
- Programs
- Legal
- Business development
- Office supply and coordination

# Physical Course Logistics:

## AUCKLAND

**5th August**

Cliftons Auckland  
Level 4/45 Queen St  
Auckland, 1010

## WELLINGTON

**7th August**

Cliftons Wellington  
Level 28/100 Willis St,  
Wellington, 6011

## CHRISTCHURCH

**12th August**

Rydges Christchurch  
30 Latimer Square, Christchurch Central,  
Christchurch 8011

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# Online Course Logistics:

14TH AUGUST

Join us while we deliver 21st century solutions for 21st century events!

## What you'll need for the best experience



Computer and stable  
internet connection



Quiet Room or office  
recommended



Webcam enabled computer  
(we want you to turn your  
camera on!)



Headphones with  
microphone to network and  
ask questions verbally



Compatibility with  
the Zoom or Webex  
conferencing platforms

# MASTERCLASS AGENDA

8:30AM: REGISTRATION | 9:00AM: START

## TOPIC 1:

### Fundamentals of New Zealand Contract Law & Drafting Essentials

- What makes a contract legally binding under New Zealand law?
- Core elements: Offer, acceptance, consideration, intention to create legal relations, and capacity
- The implications of the Contract and Commercial Law Act 2017 (CCLA)
- Distinguishing between legally binding agreements and informal arrangements
- The shift to plain English drafting and overcoming ambiguity in contracts
- Exercise: Case study to identify valid and invalid contracts under NZ law – group discussion on key legal takeaways.

## TOPIC 2:

### Procurement and Tendering – Legal Considerations in NZ

- Understanding the ‘process contract’ principle in New Zealand tendering law
- Legal and ethical obligations for fair process under the Government Procurement Rules
- Managing risk during procurement – probity and transparency in both public and private sectors
- Legal considerations when responding to RFPs and submitting tenders
- Recent case examples: NZ case law that impacted procurement decisions and outcomes.

## TOPIC 3:

### Risky Clauses and How to Navigate Them

- Identifying high-risk clauses: indemnities, termination rights, penalties vs. liquidated damages, force majeure, and limitation of liability
- Commonly misunderstood clauses in NZ contracts and what they really mean
- How to negotiate terms that protect your organisation’s interests
- When are clauses considered unfair or unenforceable under NZ law?
- Special focus: The Fair Trading Act 1986 and Unfair Contract Terms provisions – how these impact business-to-business agreements.

## TOPIC 4:

### Contract Disputes & Resolution in NZ

- What happens when contracts go wrong? Overview of remedies for breach of contract
- Introduction to New Zealand’s dispute resolution landscape: litigation, arbitration, and mediation
- Benefits of Alternative Dispute Resolution (ADR) under NZ’s legal system
- Cost, time, and relationship considerations when resolving contractual disputes
- Interactive exercise: Mock mediation session to illustrate dispute resolution dynamics.

*For the in person training courses, lunch, morning and afternoon tea will be provided for all attendees. Morning tea will be at 10:30am, lunch will be at 12:30pm afternoon tea will be at 3:30pm. Please let The Leadership Institute know if you have any dietary requirements a minimum of 5 working days before the event.*

## Pricing

PLEASE NOTE: PRICES EXCLUDE GST AND ARE IN NZD

	FIRST IN Register and pay before 16th May 2025	EARLY BIRD Register and pay before 30th June 2025	STANDARD Register and pay after 30th June 2025
AUCKLAND: 5TH AUGUST	\$999	\$1,099	\$1,199
WELLINGTON: 7TH AUGUST	\$999	\$1,099	\$1,199
CHRISTCHURCH: 12TH AUGUST	\$999	\$1,099	\$1,199
ONLINE: 14TH AUGUST	\$899	\$899	\$899

## Group Discounts

Looking to send more than 1 team member? Interested in bringing a colleague along? Learning is always better when done in teams (and your company gains more value too!) Take advantage of our group discounts:

- Register 3 attendees and get a **5% discount**
- Register 4-5 attendees and get a **10% discount**
- Register 6 or more and get a **15% discount**

## Terms and Conditions

### CHANGES TO EVENTS (COVID – 19 & BEYOND)

Many events this year have inevitably been postponed or cancelled due to State and Federal Government mandated shutdowns. We are doing our best to ensure that these events will go ahead on postponed dates and via livestreaming mechanisms. In the event that your registration or participation in an event has been postponed, The Leadership Institute offers flexible tickets and credit notes to all clients that have been impacted. Given the financial and economic impact of COVID – 19, The Leadership Institute is unable to offer a financial refund for events that have been affected by COVID – 19.

A tremendous amount of effort is spent to ensure all of The Leadership Institute events proceed as originally marketed. It is with regret that circumstances beyond The Leadership Institute's control can prevent this from happening. As such, The Leadership Institute reserves the right to change the speaker and/or agenda details at any time throughout the marketing lifecycle of an event. The Leadership Institute will diligently minimise the risks of changes to any event and will always ensure events deliver the content that is advertised. The Leadership Institute will notify all participants of any changes in a timely manner leading up to an event.

### CANCELLATION POLICY

If you are unable to attend an event, The Leadership Institute accepts substituted attendees in your place at no additional cost. Please advise us of any substitutions as soon as possible. Alternatively, you may transfer your registration to another event run by The Leadership Institute.

Cancelled registrations must be emailed to [info@theleadershipinstitute.com.au](mailto:info@theleadershipinstitute.com.au) as soon as possible. A credit note will be issued valid for use towards any future event within the following 12 months following date of issuance. Cancellation notifications received less than 14 days from the event running will receive a credit note to the value of the registration fee less a service fee of \$300.

The Leadership Institute does not provide refunds for cancellation.

It is not possible for multiple people to attend within any day of the event on a single registration. Split tickets, i.e. a different person attending each day of the event, can be arranged. Please call or email us to arrange the details.

If an event is cancelled or rescheduled, The Leadership Institute will ensure all stakeholders are contacted. If an event is cancelled or you are unable to attend the rescheduled event, you will be issued with a credit note valid for use towards any future The Leadership Institute event held in the twelve months following date of issuance.

### CREDIT NOTES

In the event of issuance of credit notes, holders are entitled to use this credit towards ANY The Leadership Institute event which can accommodate additional delegates. Credit notes must be used within 12 months from the date of issue to avoid expiry.

### CUSTOMER PRIVACY

The Leadership Institute takes diligent action to ensure all client details are protected. Furthermore, we respect our customer's right to 'opt out' of our various promotional activities for relevant, upcoming events. If you do not want to receive further information about our upcoming conferences, training courses and learning experiences, please email us at [info@theleadershipinstitute.com.au](mailto:info@theleadershipinstitute.com.au).

### ONCE YOU ARE REGISTERED, WHAT IS THE NEXT STEP?

When you have registered for an event, and that registration has been received by The Leadership Institute, you will be sent a confirmation email. This will include your invoice and any relevant information regarding the event you are registered for. The Leadership Institute will regularly keep you updated regarding the events for which you have registered. If you require any further information visit our website at: [www.theleadershipinstitute.com.au](http://www.theleadershipinstitute.com.au) or call us on (02) 8294 2044.