

CONSULTING SERVICES

Our legal & risk management consulting is specifically devised to help businesses minimise their legal risk exposures.

All project work is unique and solutions are tailor-made to suit individual and specific situations and needs.

Our initiatives are all aimed at proactive and preventative legal risk management – thereby minimising or reducing the possibility of your organisations's exposure to litigation.

The benefits of our services are tangible, immediate and lasting. Further details of these services can be obtained by viewing our website www.cled.biz

BOOKS

*The widely acclaimed and innovative **Commercial Contracts for Managers** series of books written specially for corporate managers. There is no other series quite like it.*

People in business sign contracts every day of the week. Some do so without understanding the 'fine print' and the consequences of the obligations they have committed to accepting. A seemingly harmless clause in a contract can have devastating effects.

This series will help business managers spot potential issues before they become problems. In the event of a lawsuit, it will also help them work with their lawyers more effectively.

The books are practical and easy-to-read with features such as:

- The use of examples taken from 'Real Life' business situations
- 'Nuggets' of practical information and 'Golden Rules'
- 'Plain English' explanations of technical legal jargon

All those in business or those interested in the areas of negotiation and contracts will find this series valuable. In the current business climate of ever-increasing lawsuits, business failures and spiralling insurance costs, you need to understand the impact of cleverly worded clauses in commercial contracts.

No corporate manager or anyone dealing with contracts can afford to be without this series!

SEMINARS AND TRAINING

*Training and education programmes for company executives can either be based on the **Commercial Contracts for Managers** series of books or can be customised to suit the specific requirements of a particular business or can cater to issues specific to an organisation.*

The programmes are practical, business-oriented and easily digestible. They provide immediate and lasting "take-home" benefits, which can be applied immediately.

Further details about our training and in-house seminars, covering various legal education and other topics of relevance to managers can be obtained by visiting our website www.cled.biz

Frank Adoranti

FRANK ADORANTI



Frank Adoranti is the principal of the international legal risk management consultancy, Corporate Legal Education & Development (www.cled.biz).

Frank has 19 years of experience in commercial law, having worked in both private practice, as an in-house counsel and consultant for a number of multi-national corporations. Previously

he was the General Counsel, Company Secretary and Insurance & Risk Manager for the Asia Pacific region for a Dutch multinational. In that capacity he was responsible for the company's business risk management programme, managing a number of international exposures, in over 14 countries.

In his career, he has managed legal and risk management affairs for companies in over 20 countries, having acted in and negotiated significant transactions, as well as managing hundreds of millions of dollars of litigation. Frank has worked with multinational companies in a diverse number of industries ranging from motorcycle manufacturing, grand prix racing, engineering, food services, electrical distribution, consumer products, IT products, medical equipment and several others.

Frank is the author of six books in the **Commercial Contracts for Managers** series, published worldwide by LES50NS Financial Publishing in the United Kingdom. He regularly consults and conducts seminar courses around the world on various legal risk management topics and has authored a number of articles for various commercial publications.

In addition to his qualifications as a lawyer, he has an MBA, and is a Fellow of the Institute of Chartered Secretaries. He is also a Notary Public.



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"INCREASING LEGAL AWARENESS -
REDUCING RISK...".

Frank Adoranti

COMMERCIAL CONTRACTS FOR MANAGERS

CORPORATE LEGAL EDUCATION & DEVELOPMENT

UNDERSTANDING CONFIDENTIALITY AGREEMENTS



The confidentiality agreement is one of the most common forms of contract used in business. This book explains the essential elements required for a complete confidentiality agreement.

Making a wrong move with a confidentiality agreement could leave a company's valuable intellectual property unprotected and open for free disclosure and use by others. In many cases, a company's most valuable asset will be its intellectual property.

UNDERSTANDING COMMERCIAL CONTRACT NEGOTIATIONS



You've been involved in weeks or even months of hard-fought negotiations. However, the deal isn't done until it is written up; not until the final form of contract is agreed upon and signed. This book is different to many other books on negotiation in that the primary focus is on commercial contract negotiations.

It is crammed with hints, tips and mini case studies on commercial contract situations, which you can immediately apply in your next negotiation. It is as light as possible on the theory and as heavy as possible on the practical.

UNDERSTANDING EFFECTIVE CONTRACT EVALUATION



This is the handbook for the non-lawyer faced with the task of reviewing commercial contracts. Given the large number of contracts that most organisations deal with on a daily basis, it is important to ensure that sufficient controls and safeguards exist, to adequately manage the legal risk.

The areas of contract management, compliance procedures and systems are, potentially, the areas of the greatest risk of exposure to liability for many companies.

UNDERSTANDING INDEMNITY CLAUSES



When dealing with contracts it is important to have an understanding of the nature of indemnities and their potentially devastating effects. This book explains the nature of an indemnity clause and illustrates the difference between fair clauses and unfair ones – you will develop an understanding of indemnity clauses and their effects.

With today's increased focus on corporate governance and corporate responsibility, an understanding of the fundamentals of indemnities is more relevant than ever.

UNDERSTANDING COMMONLY USED CONTRACT TERMS



The fine print in contracts can seem so mysterious, especially if it has never been properly explained. Some contract clauses might seem standard and "run of the mill", but their correct use can often be pivotal in holding a contract together and ensuring that the deal terms unfold as originally planned.

This book provides an introduction to some of the most commonly used contract clauses. Their use and meaning is explained as well as providing valuable tips concerning some of the potential pitfalls arising from the use of such clauses.

UNDERSTANDING TENDERS



Tendering is a way of life for many in business and government. For many organisations, tendering is the very foundation of their operations and revenue stream. Those involved in tendering must have an understanding of the necessary steps involved in assessing tender opportunities and preparing their documents.

Government bodies also need to ensure that public sector tenders conform to all relevant protocols and are conducted with the maximum level of probity. Miscalculations in tenders can have a lasting impact — often for many years during the life of a contract.