



Consulting and Training | Reach New Heights

Course Name

Practical Negotiation Skills for Contract Management

Sector Name

Project & Contract Management

Document Type

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Practical Negotiation Skills for Contract Management

Course Introduction

The workshop will help the participants in improving their abilities to negotiate contracts effectively. It will provide them with a variety of interpersonal skills as well as an understanding of the principles of negotiation preparation and goal setting.

Participants will have the option to do a self-assessment of their negotiation abilities in key areas such as team negotiations.

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Practical Negotiation Skills for Contract Management

Target Audience

- ✓ Project Manager
- ✓ Business Administrator
- ✓ Marketing Coordinator
- ✓ Account Executive
- ✓ Chief Operating Officer
- ✓ Operations Manager
- ✓ Executive Administrative
- ✓ Risk Manager
- ✓ Program Manager
- ✓ Business Analyst
- ✓ Quality Control Coordinator
- ✓ Assistant Manager
- ✓ Team Leader
- ✓ Senior Supervisors
- ✓ Researcher
- ✓ Entrepreneur
- ✓ Management Consultant
- ✓ Public Relations Director

Practical Negotiation Skills for Contract Management

Learning Objectives

- ✓ Understand how contracts are formed
- ✓ Understand the methods to be used in negotiating contracts
- ✓ Learn various strategies of contract negotiation
- ✓ Understand the process of contract negotiation

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Course Outline

✓ Day 01

How contracts are formed

- ✓ The reasons for using contracts
- ✓ Basic principles in contract formation
- ✓ Examples of formalities for contract formation
- ✓ Authority to sign a contract and the principles of agency
- ✓ Basic contractual structures
- ✓ Use of different types of contracts for different business models

Main contract provisions and associated issues: managing risk

- ✓ Hierarchy of contract terms
- ✓ Warranty, Indemnity, and Insurance provisions
- ✓ Distribution of risk and performance obligations
- ✓ Termination, suspension, and force majeure
- ✓ Selecting the appropriate law to govern the contract
- ✓ Collateral warranties and entire agreement

Practical Negotiation Skills for Contract Management

Course Outline

✓ Day 02

Changes and Variations

- ✓ Changes to the contract
- ✓ Transfer of rights: Assignment and novation
- ✓ Variation to the scope of work and variations clauses
- ✓ Controlling and managing change
- ✓ Minimizing Claims and Disputes
- ✓ Delay and disruption

Standardising Contractual Documents and Securitising Performance

- ✓ Use of standard form contractual documents
- ✓ International standard form agreements
- ✓ Bonds, guarantees, and letters of assurance
- ✓ Managing payment risk
- ✓ Reservation of ownership
- ✓ Remedies for default – rework, re-performance, damages, penalties, and performance

Practical Negotiation Skills for Contract Management

Course Outline

✓ Day 03

Fundamentals of Negotiation

- ✓ Negotiation defined
- ✓ Disputes and the need for resolution
- ✓ Place of negotiation in the contractual resolution process
- ✓ The commercial impact of the breakdown of negotiations
- ✓ Best Alternative to a Negotiated Agreement (BATNA)
- ✓ The four-phase process of negotiation

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Course Outline

✓ Day 04

The Negotiator's Toolbox

- ✓ Preparation
- ✓ Information needs
- ✓ Drafting your proposal, which will open the discussion
- ✓ The negotiation discussion phase
- ✓ Bargain and Close
- ✓ Negotiating position setting

Negotiating Styles, Tactics, and Ploys

- ✓ Cultural & international issues
- ✓ Red, Purple & Blue negotiators
- ✓ Non-verbal communication and the interpretation of body language
- ✓ Make time your friend
- ✓ Silence and ploys as tactics and how to respond effectively

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Course Outline

✓ Day 05

Personal Fitness and Dealing with Difficult Negotiations

- ✓ Interests, positions, and escalation
- ✓ Stakeholder power behind the interests in negotiation
- ✓ Negotiator as a Mediator
- ✓ Team negotiations
- ✓ Proposals and persuasion Putting it all into practice

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Jan. 4, 2027	Jan. 8, 2027	5 days	2150.00 \$	Virtual , Online
May 24, 2027	May 28, 2027	5 days	4250.00 \$	UAE , Dubai
Aug. 23, 2027	Aug. 27, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Nov. 16, 2026	Nov. 20, 2026	5 days	5950.00 \$	switzerland , Geneva

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