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Course Name

Effective Purchasing and Contract Negotiations

Sector Name

Procurement & Supply Chain Operations

Document Type

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Effective Purchasing and Contract Negotiations

Course Introduction

Purchasing and contract negotiations play a critical role in securing value, managing cost, and protecting organizational interests. Effective negotiation goes beyond price discussions; it requires a clear understanding of requirements, supplier capabilities, risk allocation, and long-term relationship management.

The Effective Purchasing and Contract Negotiations course is designed for professionals involved in purchasing, sourcing, and contract-related negotiations who seek to enhance their negotiation effectiveness at an intermediate level. Within **BOOST ,**this program focuses on developing practical negotiation skills grounded in sound purchasing strategies and commercial awareness.

The course emphasizes preparation, strategy, and communication as the foundations of successful negotiations. Participants explore how to define negotiation objectives, analyze supplier positions, manage trade-offs, and negotiate contractual terms that balance value, risk, and performance. Attention is also given to ethical conduct, cultural considerations, and maintaining productive supplier relationships.

By combining negotiation techniques with purchasing and contract management principles, this program equips participants with the confidence and skills needed to conduct effective negotiations that deliver sustainable commercial outcomes.

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Target Audience

✓ Purchasing and procurement professionals
✓ Contract and commercial managers
✓ Supply chain and sourcing specialists
✓ Project managers involved in supplier negotiations
✓ Operations and technical professionals supporting negotiations
✓ Finance and compliance professionals
✓ Public and private sector professionals engaged in negotiations

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Effective Purchasing and Contract Negotiations

Learning Objectives

- ✓ Understand the role of negotiation in purchasing and contracting
- ✓ Prepare effectively for purchasing and contract negotiations
- ✓ Apply structured negotiation strategies and techniques
- ✓ Analyze supplier positions and commercial trade-offs
- ✓ Negotiate pricing, terms, and contractual conditions confidently
- ✓ Manage risks and protect organizational interests during negotiations
- ✓ Communicate persuasively and professionally
- ✓ Build constructive and ethical supplier relationships

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Effective Purchasing and Contract Negotiations

Course Outline

✓ Day 01

Foundations of Purchasing and Negotiation

- ✓ Role of purchasing in organizational performance
- ✓ Negotiation in the purchasing context
- ✓ Types of negotiations and negotiation styles
- ✓ Ethical considerations in negotiations
- ✓ Understanding buyer and supplier dynamics
- ✓ Common negotiation challenges in purchasing

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Effective Purchasing and Contract Negotiations

Course Outline

✓ Day 02

Negotiation Preparation and Strategy

- ✓ Defining negotiation objectives and priorities
- ✓ Understanding needs, interests, and constraints
- ✓ Supplier analysis and market intelligence
- ✓ Developing negotiation strategies and tactics
- ✓ Planning concessions and trade-offs
- ✓ Establishing negotiation limits and alternatives

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Course Outline

✓ Day 03

Negotiating Price, Value, and Contract Terms

- ✓ Price analysis and cost drivers
- ✓ Negotiating total cost of ownership
- ✓ Value-based negotiation approaches
- ✓ Key contractual terms and conditions
- ✓ Risk allocation and liability considerations
- ✓ Managing payment, delivery, and performance terms

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Effective Purchasing and Contract Negotiations

Course Outline

✓ Day 04

Communication and Relationship Management

- ✓ Communication skills for effective negotiation
- ✓ Managing conflict and difficult negotiations
- ✓ Handling objections and resistance
- ✓ Cultural considerations in negotiations
- ✓ Building long-term supplier relationships
- ✓ Negotiation ethics and professionalism

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Effective Purchasing and Contract Negotiations

Course Outline

✓ Day 05

Closing, Reviewing, and Improving Negotiations

- ✓ Closing negotiations and confirming agreements
- ✓ Documenting negotiated outcomes
- ✓ Post-negotiation review and lessons learned
- ✓ Managing negotiated contracts in practice
- ✓ Continuous improvement in negotiation capability

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	5950.00 $	USA , Texas
June 7, 2027	June 11, 2027	5 days	4250.00 $	UAE , Abu Dhabi
Aug. 30, 2027	Sept. 3, 2027	5 days	4250.00 $	UAE , Abu Dhabi
Nov. 23, 2026	Nov. 27, 2026	5 days	4250.00 $	UAE , Dubai
June 7, 2027	June 11, 2027	5 days	2150.00 $	Virtual , Online

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