



Project & Contract Management

Practical Negotiation Skills for Contract Management

Course Introduction

The workshop will help the participants in improving their abilities to effectively negotiate contracts. 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.

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

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

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

• 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

• 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

• 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

• 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

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 7, 2025	April 11, 2025	5 days	4950.00 \$	England - London
Nov. 10, 2025	Nov. 14, 2025	5 days	5950.00 \$	switzerland - Geneva
May 12, 2025	May 16, 2025	5 days	4250.00 \$	UAE - Dubai
Aug. 11, 2025	Aug. 15, 2025	5 days	4250.00 \$	UAE - Abu Dhabi