



MAESTRO
CONSULTANTS

CONTRACT NEGOTIATION & PURCHASING

COURSE OUTLINE 2025

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TRAINING TITLE

CONTRACT NEGOTIATION & PURCHASING

VENUE

BARCELONA, SPAIN

DURATION

5 Days

DATES

18-22 August 2025

PRICE

\$6,500 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch.

TRAINING INTRODUCTION

The Contract Negotiation & Purchasing course provides essential knowledge and practical skills for professionals involved in procurement, vendor management, and contract negotiation. It focuses on equipping participants with strategies to negotiate effectively, secure value-driven purchasing agreements, and manage supplier relationships with confidence. This course combines purchasing principles with real-world negotiation techniques to help ensure successful outcomes and long-term contract performance.

TRAINING OBJECTIVES

By the end of the course, participants will be able to:

- Understand the purchasing cycle and its role in supply chain efficiency.
- Develop and apply effective negotiation strategies in procurement settings.
- Draft and manage clear, fair, and enforceable purchasing contracts.
- Evaluate suppliers and pricing models for optimal value.
- Reduce purchasing risks and avoid common contract pitfalls.
- Build strong supplier relationships for sustained performance.
- Ensure compliance with internal policies and legal requirements.

TRAINING AUDIENCE

- Procurement and Purchasing Officers
- Contract and Supply Chain Managers
- Project Managers and Engineers
- Finance and Commercial Staff

TRAINING OUTLINE

Day 1: Fundamentals of Purchasing

- **Overview of Procurement and Purchasing**
 - Strategic vs. operational purchasing
 - Key steps in the purchasing cycle
- **Supplier Selection and Evaluation**
 - Sourcing strategies
 - Vendor qualification and performance metrics

Day 2: Principles of Contracting

- **Basics of Contract Law in Purchasing**
 - Key elements of a valid purchasing contract
 - Terms, conditions, and legal clauses
- **Types of Purchasing Contracts**
 - Fixed-price, cost-reimbursable, and framework agreements
 - When to use each type

Day 3: Contract Negotiation Techniques

- **Planning for Negotiation**
 - Defining goals, BATNA, and strategy
 - Understanding supplier motivations
- **Conducting the Negotiation**
 - Communication skills and tactics
 - Win-win vs. win-lose approaches
 - Managing concessions and deadlocks

Day 4: Managing Risks and Contract Performance

- **Identifying and Managing Purchasing Risks**
 - Price volatility, delivery delays, quality issues
 - Risk allocation in contracts
- **Monitoring and Evaluating Contract Performance**
 - Key performance indicators (KPIs)
 - Supplier scorecards and audits

Day 5:

- **Ethics and Compliance in Procurement**
 - Anti-bribery, conflict of interest, and transparency
 - Corporate governance and internal controls

TRAINING CERTIFICATE

MAESTRO CONSULTANTS Certificate of Completion for delegates who attend and complete the training course.

METHODOLOGY

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of individual exercises, questionnaires, team exercises, training videos and discussions of “real life” issues in their organizations. The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.