



MAESTRO
CONSULTANTS

**CONTRACTS MANAGEMENT AND NEGOTIATION
SKILLS**

COURSE OUTLINE 2024

Contact Us On :

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TRAINING TITLE

Contracts Management and Negotiation Skills

VENUE

DUBAI, UAE

DURATION

5 Days

DATES

04-08 MARCH 2024

PRICE

\$5,250 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch buffet.

TRAINING INTRODUCTION

Negotiation is a bargaining process to reach in an agreement /contract. Effective communication and negotiation skill sets and strategies are Key Success Factor to accomplish a business agreement/ contract. During negotiation you should have plan and preparation to negotiate. You need a team and necessary skills to negotiate with other parties.

Contract is a legal binding document. Before contract, know what you want, what you want to avoid & your options if things go wrong .Also in contract management, we need to know what the contractual defaults are and how to resolve the disputes.

Through effective negotiation we can make a good contract. In this course we will learn when to negotiate, how to negotiate and how to be successful negotiator .Also we will learn about how to make good contract in WIN-WIN situation

TRAINING OBJECTIVES

Upon successful completion of this course, the delegates will be able to:

- Provide an understanding of how contracts are formed**
- Give in depth analysis of issues behind major contract clauses**
- Improve appreciation of legal issues in contracts**
- Enhance understanding of different contracting strategies and structures**
- Develop new skills in negotiation of contracts and disputes**

- Increase understanding as to how and why disputes arise
- Learn how to transfer risk through different contract types
- Explain how to use contract provisions to reduce the risk of disputes

TRAINING AUDIENCE

- Contract & Contracting Unit Professionals
- Project Professionals
- Procurement & Purchasing Staff
- Commercial Professionals
- Anyone involved in the management of contracts of businesses

TRAINING OUTLINE

Negotiation Preparation

- Selecting and ranking issues
- Valuing issues for both sides
- Understanding elements of supplier cost structure
- Assess Strengths & Weaknesses
- Understanding the other's power
- Defining the Objectives
- Determining initial positions
- Impact of other Influences

Negotiation Techniques

- Pre-negotiation Exchanges
- Team or individual negotiations
- Ending deadlocks in negotiations
- Common negotiation tactics & countermeasures
- Post review and analysis

- **Model Negotiations**
- **Standards of ethics in purchasing and contract**

How contracts are formed

- **The reasons for using contracts**
- **Basic principles in contract formation**
- **Examples of formalities for contract formation**
- **The use of written or oral contracts**
- **Authority to sign a contract**
- **Basic contractual structures**
- **Use of different types of contract for different business models**

MANAGING CONTRACTOR PERFORMANCE

- **Identifying and managing supplier risk**
- **Getting and maintaining supplier contract performance**
- **Service level agreements**
- **Setting SMART objectives**
- **Key performance indicators**
- **Contract governance; managing contractual variations**
- **Why performance is Important and who is involved?**
- **Post contract closure action**

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.