



*Training Course:  
Negotiating Contracts Effectively*

*7 - 11 July 2025  
Geneva (Switzerland)*

## Training Course: Negotiating Contracts Effectively

Training Course code: PC4059 From: 7 - 11 July 2025 Venue: Geneva (Switzerland) - Training Course Fees: 5750 € Euro

### Program Objectives:

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

- Recognize the importance of developing a solid Scope of Work and the implications of failing to do so.
- Decide when to negotiate, as opposed to tendering.
- Plan and conduct several contract-related negotiations.
- Use communication and planning skills that will allow reaching a win-win outcome.
- Successfully negotiate Contractual Claims and Change Orders.

### This Program is designed for:

Those involved in contract and/or business related negotiations. The program will also benefit those involved in negotiating the procurement of manpower and the purchasing of material supplies. This program is worth 25 NASBA CPEs.

### Program Outline:

#### Developing the Scope of Work

- Must and Want Criteria
- Assigning Weights
- Avoiding Pitfalls through Internal and External Research
- Evaluating Your Market

#### When to Negotiate and When to Tender

- Know Your Company Policy and Practices
- Evaluate the Situation
- Justify Negotiation and/or Single Sourcing

#### The Secrets to Effective Negotiation:

- Planning
- Communication
- Making and Accepting Concessions Conditional

#### Principled Negotiation The Harvard Model

- Separate People from Problem
- Focus on Interests, not Positions
- Invent Options
- Use Objective Criteria

#### Planning: The Key to Win-Win Negotiation

- The Planning Form
- Different Pricing Strategies
- Bases of Power
- Negotiating Terms and Conditions
- Negotiating Prices

#### Negotiating Claims and Change Orders

- Contingency Funds in the Contract Price
- Evaluating Validity of a Claim
- Determining Necessity of a Change Order
- Authorizing Extra Funds
- Time Extension
- Change Rates
- Standby Rates



## Registration form on the Training Course: Negotiating Contracts Effectively

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.