



*Training Course:
Negotiating, Drafting & Understanding Contracts*

*4 - 8 January 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Negotiating, Drafting & Understanding Contracts

Training Course code: PC8096 From: 4 - 8 January 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

This seminar equips participants with the skills to negotiate deals, draft robust contracts, and manage contract performance effectively. It covers international contracting contexts, practical negotiation tools, clause drafting, dispute avoidance, and contract administration. Delegates will gain insights from real-world examples and learn techniques that enhance both individual and organizational contract management capabilities.

Objectives

Participants will be able to:

- Negotiate contractual arrangements before structuring the contract.
- Draft, review, and modify key contract clauses efficiently.
- Understand differences in approaches across jurisdictions.
- Apply best practices in contract management, dispute avoidance, and resolution.
- Improve organizational efficiency in contract administration.

Target Audience

- Project, Construction, Cost, and Quantity Professionals
- Purchasing Officers
- Procurement, Tendering, and Contract Personnel
- Buyers and Financial Professionals
- New or experienced staff preparing for major projects

Outlines 5 Days

Day 1 - Understanding the Deal & Contract Drafting

- What constitutes a contract
- Structuring commercial arrangements
- Innovative commercial solutions e.g., Partnering, BOOT contracts
- Negotiation techniques and documenting discussions
- Using standard forms and developing/modifying contract standards

Day 2 - Negotiating Contracts

- Level playing field issues and fairness
- Handling errors in bids
- Negotiating complex wording
- Contract finalization and authority to sign

Day 3 - Drafting Specific Clauses

- Performance, title, risk, and intellectual property
- Variations, scope, extension of time
- Force majeure, time for completion, liquidated damages/penalties
- Acceptance, testing, termination, law, and dispute resolution

Day 4 - Contract Management

- Risk assessment and mitigation
- Kick-off meetings and assignment of responsibilities
- Planning, reporting, and progress tracking
- Managing defaults, external factors, changes, payment issues
- Closeout and lessons learned

Day 5 - Dealing with Disputes

- Recognizing potential issues early
- Internal dispute negotiation structures
- External dispute resolution: litigation, arbitration, adjudication, mediation, expert determination
- Enforcement of awards and managing disputes proactively
- Techniques to avoid disputes in the first place

Registration form on the Training Course: Negotiating, Drafting & Understanding Contracts

Training Course code: PC8096 **From:** 4 - 8 January 2027 **Venue:** Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside **Training Course Fees:** 6350 € Euro

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.