



*Training Course:  
The Essentials of Contracting & Contract  
Negotiation*

*8 - 19 March 2027  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: The Essentials of Contracting & Contract Negotiation

Training Course code: PC4005 From: 8 - 19 March 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 9700 € Euro

### Introduction

Every organization gains and loses substantial revenue based on the contractual agreements governing the purchase of goods, services, and equipment. A robust understanding of contract creation, negotiation, management, and dispute resolution is essential for professionals engaged with external organizations.

This program equips participants with the skills to:

- Create, draft, and manage contracts effectively
- Understand key contract clauses and legal implications
- Apply negotiation strategies to maximize organizational value
- Resolve disputes collaboratively or through third-party mechanisms

The program is modular and can be taken as two separate modules—[Essentials of Contracting](#) and [Negotiating & Dispute Resolution](#)—or as a combined 10-day intensive course.

### Course Objectives

Participants will:

- Understand how contracts are formed and the principles behind key clauses
- Apply contract types and structures suitable for different risk profiles
- Transfer and mitigate risks using contracts
- Master dispute resolution techniques litigation, arbitration, mediation
- Implement structured negotiation processes for win-win outcomes
- Manage conflicts and meetings effectively in both individual and team contexts

### Target Audience

- Contract Managers, Administrators, and Specialists
- Procurement Professionals and Senior Buyers
- Project Managers and Program Managers
- Legal Advisors and Business Development Professionals
- Professionals responsible for vendor, supplier, or client contracts

### Program Outline

## Module 1 - Essentials of Contracting

### Day 1: How Contracts are Formed

- Reasons for using contracts
- Principles of contract formation
- Written vs. oral contracts
- Authority to sign
- Contract structures and business model considerations
- Ethical issues

### Day 2: Main Contract Provisions and Associated Issues

- Scope of work
- Force majeure
- Delivery and acceptance
- Termination and suspension
- Warranty
- Governing law and Entire Agreement

### Day 3: Changes and Variations

- Changes to contracts and scope
- Use of variation clauses
- Evaluating scope changes
- Extensions of time and disruptions
- Managing sequence and timing changes

### Day 4: Contractual Documents and Payment Issues

- Letters of Intent and Award
- Bonds and guarantees
- Progress payments
- Parent company guarantees
- Standard commercial documents
- Contract end, suspension, termination, and damages

### Day 5: Dispute Resolution

- Avoiding disputes
- Recognizing disputes
- Contract clauses for negotiation
- Third-party dispute resolution
- Courts, arbitration, mediation
- Post-review and analysis

## Module 2 - Negotiating & Dispute Resolutions

### Day 6: Fundamentals of Negotiation

- Building business relationships
- 4-phase negotiation process: Preparation, Discussion, Proposing, Bargain & Close

- Using concessions and BATNA
- Preparation and objectives
- Common mistakes

#### Day 7: The Negotiator's Toolbox

- Planning the meeting environment
- Opening discussions and building trust
- Conditional and unconditional proposals
- Closing strategies and alternative outcomes

#### Day 8: Negotiating Styles, Tactics, and Plays

- Cultural and international negotiation styles
- Managing emotions and negative behaviors
- Non-verbal communication
- Common tactics and countermeasures

#### Day 9: Personal Skills in Dispute Negotiation

- Motivation, needs, interests, and escalation
- Conflict analysis and resolution approaches
- Team negotiation strategies
- Personal skills assessment and development

#### Day 10: Putting it All Into Practice

- Leadership in critical situations
- Team orchestration for mediation
- Negotiation case study: planning, bargaining, reviewing
- Best practices and lessons learned
- Final action planning

## Registration form on the Training Course: The Essentials of Contracting & Contract Negotiation

Training Course code: PC4005 From: 8 - 19 March 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 9700 € 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.