



*Training Course:
Negotiating Contracts Effectively*

*1 - 5 March 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Negotiating Contracts Effectively

Training Course code: PC4059 From: 1 - 5 March 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

Successful organizations recognize that effective negotiation of contracts directly impacts profitability, risk management, and business relationships. This program is designed to equip participants with the skills and strategies required to negotiate contracts confidently and efficiently, ensuring mutually beneficial outcomes while protecting organizational interests. Participants will learn practical techniques for preparing, conducting, and closing negotiations, and for handling disputes or claims that may arise during contract execution.

Program Objectives

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

- Understand the key principles of contract negotiation and dispute prevention.
- Prepare effectively for negotiations, including risk assessment and strategy formulation.
- Apply negotiation tactics and persuasion techniques to achieve win-win outcomes.
- Identify and handle difficult counterparties and challenging negotiation scenarios.
- Integrate commercial, legal, and operational considerations into negotiation decisions.
- Manage post-negotiation follow-up and dispute resolution effectively.

Target Audience

- Contract managers and administrators
- Procurement and supply chain professionals
- Project managers and coordinators
- Legal and compliance staff involved in contract review
- Executives responsible for supplier and vendor agreements
- Anyone responsible for negotiating or overseeing contracts

Course Outline

Day 1 - Fundamentals of Contract Negotiation

- Key negotiation principles
- Negotiation vs. contracting: understanding the difference
- Preparing for negotiation: objectives, alternatives, and priorities
- Identifying stakeholders and understanding counterparties

Day 2 - Negotiation Planning & Strategy

- Gathering information and intelligence
- Risk assessment and mitigation planning
- Defining negotiation tactics and concessions strategy
- Scenario planning and contingency measures

Day 3 - Practical Negotiation Techniques

- Communication skills: verbal, non-verbal, and active listening
- Influence and persuasion techniques
- Handling objections and resistance
- Negotiating terms, pricing, and contract clauses

Day 4 - Complex Negotiation Scenarios

- Negotiating with multiple parties
- Cultural and international considerations
- Managing difficult and uncooperative negotiators
- Dealing with ethical dilemmas and conflicts

Day 5 - Dispute Prevention and Resolution

- Drafting agreements to minimize disputes
- Use of alternative dispute resolution ADR techniques
- Post-negotiation review and follow-up
- Case studies and hands-on negotiation exercises

Registration form on the Training Course: Negotiating Contracts Effectively

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