



*Training Course:
Effective Purchasing and Contract Negotiation
Management*

*25 - 29 January 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Effective Purchasing and Contract Negotiation Management

Training Course code: PC4046 From: 25 - 29 January 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

Negotiation is a critical business skill impacting profitability and organizational success. This program equips participants with practical negotiation techniques, strategies for purchasing and contract management, and hands-on experience to achieve effective outcomes in real-world scenarios.

Course Objectives

By the end of this program, participants will:

- Understand planning and preparation in successful negotiations
- Evaluate strengths, weaknesses, and key issues in negotiations
- Apply ethical standards and strategies to contract and purchasing scenarios
- Handle common negotiation tactics and countermeasures
- Gain practical experience through negotiation exercises to build confidence

Target Audience

- Purchasing managers and officers
- Contract managers and administrators
- Supply chain professionals
- Project managers with negotiation responsibilities
- Procurement specialists

Program Outline

Day 1 - Fundamentals and Personal Capability

- What makes a negotiation successful
- Personal obstacles and skill assessment
- Phases of negotiation and elements of success
- Comparing negotiation styles and approaches
- Time management in negotiation
- Exercise: Negotiation scenarios for assessment

Day 2 - Negotiation Planning and Supplier Focus

- Understanding supplier positions and relationships
- Defining negotiation objectives and priorities
- Research and preparation for purchasing and contract negotiations
- Approaches in negotiations: collaborative vs competitive
- Exercise: Supplier and contract negotiation simulation

Day 3 - Valuing Issues and Contract Clauses

- Price and cost analysis
- Life cycle costing and value improvement
- Developing contract terms: warranties, contingencies, and economic adjustment clauses
- Tendering and evaluating proposals
- Exercise: Negotiating contract clauses and pricing

Day 4 - Advanced Tactics and Problem Solving

- Framing, positioning, and selecting tactics
- Handling bargaining, concessions, and deadlocks
- Ethical and cross-cultural considerations
- Conflict management and problem-solving techniques
- Exercise: Mock negotiation with complex scenarios

Day 5 - Practical Application and Action Planning

- Real-life negotiation role plays with peer feedback
- Refining personal negotiation strategy
- Integrating negotiation into organizational procurement and contract objectives
- Developing a personal action plan for ongoing improvement
- Program review, discussion, and certification

Registration form on the Training Course: Effective Purchasing and Contract Negotiation Management

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

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