

## Advanced Contract Negotiation Skills & Techniques For Projects Managers

### **Course general description:**

Systematic Planning and Preparation for Contract Negotiations and Contract Formation are the essential ingredients of project success

Every year large numbers of projects fail to meet their objectives and end up as costly legal battles and protracted disputes between owners and contractors. This is due mainly to the failure of many project and contract managers to systematically apply the skills and techniques required for modern project negotiations

### **Audience:**

This course is designed for project managers, contract managers, procurement specialists, suppliers, and other professionals who have the responsibility for negotiating and managing project contracts in both owner and contracting companies

### **Course objectives:**

This course will provide you the necessary knowledge and a proven set of methods, processes, tools and techniques to:

- Develop an integrated contract negotiations plan
- Skillfully negotiate your next contract
- Understand and apply the various styles of negotiation
- Identify all issues to be negotiated and embed them in the contract
- Manage and mitigate risks associated with the project contracts
- Understand the influence of personality profiles on the outcomes of the negotiation process
- Produce clear and comprehensive project contracts

### **Course Duration:**

5 days

### **Course location:**

Cairo-Dubai-Istanbul

### **Course contents:**

#### **Day-1**

#### **Pretest**

#### **Introduction to Contract Negotiations**

- The Ability to Influence
- Dealing with Conflict
- Good Communication

#### **Primary Negotiation Styles**

- Competitive Style
- Accommodating Style
- Avoiding Style
- Collaborative Style
- Compromising Style

#### **Relationship Awareness Theory**

- Primary Motivational Patterns

- Secondary Motivational Patterns
- Relationship between Motivational Patterns and Negotiation
- Deployment Strategies
- Negotiating with various Personality Types

## **Day-2**

### **Power and Negotiation**

- Eight Bases of Power to Influence
- Positional Power and its Application
- Personal Power and its Application
- Understanding Power Games during Negotiation

### **Stages of Negotiation**

- Rapport Stage
- Exploratory Stage
- Negotiation Stage
- Closing Stage

## **Day-3**

### **Preparation for Negotiation**

- Identifying Issues/interests
- Primary and Secondary Issues
- Financial/Commercial/Cost Issues
- Price, Payment, Delivery Issues
- Schedule Issues
- Technical Issues
- Safety Issues
- Three Positions for Negotiation
- BATNA (Best Alternative to Negotiated Agreement)
- Influencing and Making Concessions
- Strategy and Tactics
- Preparation – A Systematic Process
- The Negotiation Plan

## **Day-4**

### **Contract Negotiation**

- Legal Issues
- What is a Contract?
- Contract Types
- Contract Formation
- Terms of a Contract
- Seller and Buyer Obligations
- Content of a Contract
- Layout of a Contract
- Contract Requirements

- Contracting and Risk Management
- Compensation Arrangements

#### **Day-5**

##### **Contracts types**

- Fixed Price Contracts
- Incentive Contracts
- Cost Plus Contracts

##### **Conditions of Contract**

- General Conditions
- Special Conditions
- Acceptance and Rejection
- Contract Performance
- Claims and Disputes

##### **Posttest**

##### **Methodology:**

- 50% lectures & concepts
- 10% Videos
- 10% Case studies
- 10% Exercises
- 10% Discussions
- 10% Software (if applicable or examples)

**Course code: (CONT001)**