



An Intensive 5-Day Training Course

Negotiating and Contracting in Procurement & Supply

Developing Key Skills in Creating Effective Contracts

PROGRAMME SUMMARY

Negotiating and Contracting in Procurement and Supply is a fast paced but content-rich training course, developed for business people who need to develop enforceable and commercially effective negotiated agreements. It expects that participants already need to operate within the context of customer-supplier relationships and that they desire to become better negotiators.

Date	Venue	Fee(\$)
06 - 10 Jun 2022	London	US\$ 5,950
07 - 11 Nov 2022	Beijing	US\$ 5,950

INTRODUCTION

One of the core business competences is the ability to negotiate effective agreements. Individuals and teams that negotiate with customers and contractors can contribute to the development of better external commercial relationships. The teams involved in purchasing and contract management in particular can generate competitive advantages for their company. However, they need to be aware of the strategies and tactics others may attempt to use that could lead to less favourable outcomes.

This engaging and immersive training course will help participants get to grips with all the key issues concerned with contract creation and negotiation within a customer-supplier relationship. The training course will make extensive use of role-play and other participative techniques, so that delegates get the chance to practice the tips and avoid the traps that can arise in the creation of commercial agreements.

Participants on EuroMaTech's Negotiating and Contracting in Procurement and Supply training course will develop the following competencies:

- Understand the legal issues that relate to formation of contracts
- Understand the principles and alternative strategies for the negotiation of commercial agreements
- Understand how to prepare for negotiations with contractors and suppliers
- Understand the key negotiation issues around costs and prices
- Understand how commercial negotiations may be undertaken

Virtual learning service available



TRAINING METHODOLOGY

In the Negotiating and Contracting in Procurement and Supply training course, the facilitator will deploy a full range of dynamic and interactive training methods, including practical negotiation exercises, role plays, case studies, question and answer sessions and discussion groups. Each topic will be underpinned by a presentation that highlights key issues to focus on.

The learning experience will be supported by training materials containing reference examples. Participants must be prepared to participate in the exercises and receive personal feedback on their performance. Discussions will cover current negotiation practices and how these can be applied 'on the job'.

In-house Training

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.



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Email Address:
info@euromatech.ae

Website:
www.euromatech.com

WHO SHOULD ATTEND

The Negotiating and Contracting in Procurement and Supply training course is suitable for a wide range of professionals employed in procurement and supply chain management, but it will be particularly beneficial to:

- Contract Team Leaders and Administrators
- Contract Team Leaders and Administrators
- Contract Engineers and other Contract Professionals
- Project Managers and Coordinators
- Specifiers and Buyers
- Procurement Executives
- Service Delivery Professionals
- Anyone who uses negotiation as a business tool with contractors, external suppliers, customers or commercial partners

PROGRAMME OBJECTIVES

EuroMaTech's Negotiating and Contracting in Procurement and Supply training course aims to achieve the following objectives:

- Refresh participants' knowledge about the contracting process
- Review the documentary contents of legally-binding agreements
- Learn the necessary elements to form a contract
- Recognise the role of contract terms in managing commercial risks
- Differentiate between alternative negotiation styles, and understand their benefits and disadvantages
- Plan a negotiation and then implement the plan
- Practice tools and techniques to reach agreements
- Analyse costs and prices for the purpose of a negotiation
- Apply negotiation skills at different times and stages of the contracting cycle

QUALITY CERTIFICATIONS & ACCREDITATIONS



COURSE OUTLINE



Day 1

Governing Issues Relating to Contract Creation

- The process of getting to a contract
- What documents make up a typical commercial agreement?
- The inter-relationship between the different contract parts
- Types of commercial agreements between customers and suppliers
- Legal rules that turn agreements into binding contracts
- Managing commercial risk using contract terms

Day 2

Principles of Contract Negotiation

- Alternative strategies to negotiate successful agreements
- Using Distributive negotiation to drive the bargaining process
- Benefits and Pitfalls of win-lose approaches
- Using Integrative negotiation to address underlying interests
- Benefits and Pitfalls of seeking the 'win-win'
- BATNA – Developing a Plan B

Day 3

Practical Tools and Techniques to Prepare for Commercial Negotiations

- Planning the negotiation
- Analysing sources of power in the relationship
- Setting negotiation objectives
- Defining roles and responsibilities
- Obtaining the mandate to negotiate
- Practising key skills to improve outcomes

Day 4

Analysing and Negotiating Costs and Prices

- Costs and prices – what's the difference?
- Cost based pricing techniques
- Pricing approaches - the market dimension
- Using cost breakdowns and open book information in the negotiation
- Negotiating prices using cost and price analysis
- Linking pricing to other negotiable elements

Day 5

Using Negotiation in Contract Development and Management

- Negotiation opportunities within the contracting cycle
- Making Proposals and bargaining to transfer contract risks
- Developing better contract terms through negotiation
- Negotiation of contract variations and Change Orders
- Negotiation in claims and disputes
- Using third parties to facilitate a negotiated settlement
- Negotiating and Contracting in Procurement & Supply

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This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).*

Your Details

Name (Mr/Ms):.....
Position:..... Organisation:.....
Address:.....
.....
City / Country:
Telephone: Email:

Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech
 Please invoice me
 Please invoice my company as follows:

Contact Name:
Company Name:
Address:.....
Email:

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, email us at info@euromatech.ae.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

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*VAT Announcement: The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.