The Essentials of Contracting & Contract Negotiation

19 - 30 November 2017
11 - 22 March 2018
05 - 16 August 2018
11 - 22 November 2018
Dubai, United Arab Emirates
Why Choose this Training Course?

The course will help delegates to develop their ability to negotiate contracts effectively. It will equip them with a range of interpersonal skills, and appreciation of the elements of planning and objective setting in negotiations. There will be an opportunity for delegates to carry out a self-assessment of their skills in key areas of negotiation including team negotiations.

Every day significant monies are made and lost by organizations as a result of the contractual terms and conditions governing contracts for the purchase of goods, equipment, and services. Since all business activities are governed by contractual relationships, it is increasingly important for all those dealing with outside organizations to have an understanding of how to obtain the best possible agreement for their organization.

This course will feature:

- How contracts are created and the main clauses that appear in contracts
- Alternative contracting strategies and structures
- Methods to be used in negotiating contracts
- Commercial issues arising from business agreements written in the English language
- Negotiating contractual variations and claims

What are the Goals?

By the end of this course, participants will be able to:

- Understand how contracts are formed
- Explain how to use contract provisions to reduce the risk of disputes
- Understand the impact dispute may have on relationships over the long term
- Describe the use of strategies to resolve the causes of disputes
- Improve appreciation of legal issues in contracts and develop new skills in negotiation

Who is this Training Course for?

This course will benefit all levels of personnel in contracts and project management, purchasing, supply and procurement. It will enable them to enhance their understanding of different contracting strategies and structures in a variety of applications.

This course is suitable to a wide range of professionals but will greatly benefit:

- Contracts & Contracting Unit Personnel
- Project Professionals
- Procurement & Purchasing Personnel
- Commercial Professionals
- Anyone involved in the management of risk

How will this Training Course be Presented?

This course will utilise a variety of proven adult training techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes high level of participant discussion, group interaction, delegate group exercises and case studies. Materials include existing contemporary English language contracts in many jurisdictions. Delegates will be encouraged to raise their own issues and problems faced within their industry or organisations for discussion on a confidential basis.
The Course Content

MODULE 1:
The Essentials of Contracting

How Contracts are Formed

• The reasons for using contracts
• Basic principles in contract formation
• Examples of formalities for contract formation
• Authority to sign a contract and the principles of agency
• Basic contractual structures
• Use of different types of contract for different business models

Main Contract Provisions and Associated Issues:
Managing Risk

• Hierarchy of contract terms
• Warranty, Indemnity and Insurance provisions
• Distribution of risk and performance obligations
• Termination, suspension and force majeure
• Selecting the appropriate law to govern the contract
• Collateral warranties and entire agreement

Changes and Variations

• Changes to the contract
• Transfer of rights: assignment and novation
• Variation to the scope of work and variations clauses
• Controlling and managing change
• Minimising Claims and Disputes
• Delay and disruption

Standardising Contractual Documents and Securitising Performance

• Use of standard form contractual documents
• International standard form agreements
• Bonds, guarantees and letters of assurance
• Managing payment risk
• Reservation of ownership
• Remedies for default – rework, re-performance, damages, penalties and performance

Dispute Resolution and Conflict Management

• Using contracts to avoid disputes
• Tiered dispute resolution mechanisms
• The Contract clause to encourage negotiation
• Litigation and Arbitration
• Modern dispute resolution processes including mediation
• Course review and analysis
MODULE 2: Negotiating & Dispute Resolutions

**Fundamentals of Negotiation**
- Negotiation defined
- Disputes and the need for resolution
- Place of negotiation in the contractual resolution process
- Commercial impact of the breakdown of negotiations
- Best Alternative To a Negotiated Agreement (BATNA)
- The four phase process of negotiation

**The Negotiator’s Toolbox**
- Preparation
- Information needs
- Drafting your proposal which will open the discussion
- The negotiation discussion phase
- Bargain and Close
- Negotiating position setting

**Negotiating Styles, Tactics and Ploys**
- Cultural & international issues
- Red, Purple & Blue negotiators
- Non-verbal communication and the interpretation of body language
- Make time your friend
- Silence and ploys as tactics and how to respond effectively

**Personal Fitness and Dealing with Difficult Negotiations**
- Interests, positions and escalation
- Stakeholder power behind the interests in negotiation
- Negotiator as a Mediator
- Team negotiations
- Proposals and persuasion

**Putting it all into Practice**
- Negotiation case study
- Team allocation and simulation exercise
- Analysis of performance
- The Do's and Don'ts of Negotiating
- Improving what we do - action planning
### The Essentials of Contracting & Contract Negotiation

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<thead>
<tr>
<th>Date</th>
<th>Venue</th>
<th>Fees(USD)</th>
<th>Book your seat</th>
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</thead>
<tbody>
<tr>
<td>19 - 30 Nov 2017</td>
<td>Dubai</td>
<td>$8,300</td>
<td>Register Now</td>
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<tr>
<td>11 - 22 Mar 2018</td>
<td>Dubai</td>
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This fee is inclusive of Documentation, Lunch and Refreshments.

### REGISTRATION DETAILS

Family Name: ____________________________  First Name: ____________________________
Position: ______________________________  Company: ____________________________
Mailing Address: ____________________________
Telephone: __________________ Mobile: __________________ Fax: __________________ Email: __________________

### AUTHORISATION

Authorised by: ____________________________  Position: ____________________________
Telephone: __________________ Fax: __________________ Email: __________________
Postal Address: ____________________________

### MODE OF PAYMENT

- [ ] Please invoice my company
- [ ] Please invoice me
- [ ] Please find enclosed a cheque payable to AZTECH

### HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue. Please make your request for accommodation at least 3 weeks prior to the commencement of the course.

### CANCELLATIONS & SUBSTITUTIONS

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a $250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

### EVENT DISCLAIMER

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

### 4 WAYS TO REGISTER

- Toll Free: 800-AZTECH
- Telephone: +971 4 427 5400
- Fax Number: +971 4 427 5401
- Email Address: info@aztechtraining.com
- Visit our website: www.aztechtraining.com

### DOWNLOAD TRAINING PLAN 2018

Scan this code with your smart phone to download Training Plan 2018. Our training portfolio will provide you a number seminars and courses to choose from depending on your organisational goals and personal development objectives.

### CERTIFICATION

AZTech Certificate of Completion for delegates who attend and complete the course.
The Structure

This comprehensive course consists of two modules which can be booked as a 10 Day Training event, or as individual, 5 Day courses.

• **Module 1** - The Essentials of Contracting
• **Module 2** - Negotiating & Dispute Resolutions