The Essentials of Contracting & Contract Negotiation

11 - 22 November 2018
10 - 21 March 2019
28 July - 08 August 2019
10 - 21 November 2019
Dubai, United Arab Emirates
The Essentials of Contracting & Contract Negotiation

Why Choose this Training Course?

The Essentials of Contracting and Contract Negotiation training course scheduled to be presented in Dubai 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 AZTech training 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 AZTech training 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 training 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 AZTech training 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 training 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

Function, Formation, and Validity of Contracts
- Key Principles and Reasons for Contracting
- Choosing the Right Strategy
- Forming the Contract on Your Terms
- Structure, Format and Incorporation of Documents
- Which Law and Legal Forum
- Use of International Standard Forms

Key Contract Provisions and Associated Issues
- Distribution of Risk and Performance Obligations
- Programming and Completion
- Delivery in the Cargo Industry
- Liabilities, Indemnities and Insurance
- External Events/Force Majeure
- Suspension and Termination

Changes and Variations
- Changes to the Contract
- Transfer or Rights: Assignment and Novation
- Variations to Scope Requirements
- Controlling and Managing Change
- Minimising Claims and Disputes
- Delay and Disruption

Payment and Securing Performance
- Price and Payment Terms
- Managing Payment Risk
- Bonds, Guarantees and Warranties
- Reservation of Ownership
- Managing Performance
- Remedies for Default

Dispute Resolution and Conflict Management
- Minimising Disputes
- Negotiation, Compromise, Settlement
- Tiered Dispute Resolution Mechanisms
- Alternative Dispute Resolution Processes
- Litigation and Arbitration
- Course Review and Learning Outcomes
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

This fee is inclusive of Documentation, Lunch and Refreshments

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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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<tbody>
<tr>
<td>11 - 22 Nov 2018</td>
<td>Dubai - UAE</td>
<td>$9,500</td>
<td>Register Now</td>
</tr>
<tr>
<td>10 - 21 Mar 2019</td>
<td>Dubai - UAE</td>
<td>$9,900</td>
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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.

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.

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.

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

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Email Address: ..................... info@aztechtraining.com
Visit our website: .................. www.aztechtraining.com

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