The Essentials of Contracting and Contract Negotiation

Managing Risk from Formation to Implementation

08 - 19 March 2020
09 - 20 August 2020
08 - 19 November 2020
Dubai, United Arab Emirates
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

THE STRUCTURE

This comprehensive AZTech training 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
THE ESSENTIALS OF CONTRACTING

DAY ONE: Choosing the Right Procurement Strategy

- Key Considerations in Choosing Strategy
- Issues that Impact on Choice
- Key Delivery Models
- Principal Compensation Models
- Sourcing Strategies
- Type and Forms of Contract

DAY TWO: Appraisal and Implementation

- Why, What and How to Procure
- Selection and Evaluation Criteria
- Cost and Pricing – Models and Analyses
- Validity and Objectives of the Contract
- Managing Supply Chain Risk
- Navigating Negotiations - Tools and Techniques

DAY THREE: Principal Issues and Their Management

- Process of Risk Management
- Dealing with Design Liability
- Achieving Quality and Standard of Performance
- Managing Time and Completion Risk
- Using Indemnities and Insurance
- Choosing Governing Law and Jurisdiction

DAY FOUR: Managing Performance and Changes

- Assignment, Novation and Subcontracting
- Implications of Changing Requirements
- Managing Events External to the Contract
- Setting Standards of Performance and Monitoring
- Using Different Types of Security
- Other Default Mechanisms

DAY FIVE: Contract Close Out and Conflict Management

- Completion and Close Out
- Minimising Disputes through the Contract
- Types and Assessment of Claims
- Tiered Dispute Resolution Mechanisms
- Consideration of other Resolution Processes
- Arbitration and Litigation

COURSE SCHEDULE:

08 - 19 March 2020
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The Course Content - Module 2

NEGOTIATING & DISPUTE RESOLUTIONS

DAY SIX: 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

DAY NINE: 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

DAY SEVEN: 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

DAY TEN: 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 CERTIFICATE
AZTech Certificate of Completion for delegates who attend and complete the training course
The Essentials of **Contracting**
and **Contract Negotiation**

Managing Risk from Formation to Implementation

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<thead>
<tr>
<th>DATE</th>
<th>VENUE</th>
<th>FEES(USD)</th>
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<tr>
<td>08 - 19 Mar 2020</td>
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<td>$9,900</td>
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<tr>
<td>08 - 19 Nov 2020</td>
<td>Dubai - UAE</td>
<td>$9,900</td>
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REGISTER NOW

*This fee is inclusive of Documentation, Lunch and Refreshments and exclusive of 5% UAE VAT

Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.

REGISTRATION DETAILS

FAMILY NAME:
FIRST NAME:
POSITION: COMPANY:
MAILING ADDRESS:

TELEPHONE: MOBILE:
FAX: EMAIL:

AUTHORISATION

AUTHORISED BY:
POSITION: EMAIL:
TELEPHONE: FAX:
POSTAL ADDRESS:

MODE OF PAYMENT

☐ PLEASE INVOICE MY COMPANY
☐ PLEASE INVOICE ME
☐ PLEASE FIND ENCLOSED A CHEQUE PAYABLE TO AZTECH
☐ ONLINE / CREDIT CARD
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Module 1 - The Essentials of Contracting
Module 2 - Negotiating & Dispute Resolutions

CERTIFICATION

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DOWNLOAD TRAINING PLAN 2020

Scan this code with your smart phone to download Training Plan 2020

Our training portfolio will provide you a number of seminars and courses to choose from depending on your organisational goals and personal development objectives.

4 WAYS TO REGISTER

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Fax Number: +971 4 427 5401

Email Address: info@aztechtraining.com

Visit our website: www.aztechtraining.com

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.

EVENT DISCLAIMER

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor and alter the course content 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.

CANCELLATION & SUBSTITUTION

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.

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