



Negotiating Contracts Successfully



+971 4 556 7171
800 7100 (within UAE)



www.meirc.com



meirc@meirc.com



Meirc
Training & Consulting

Why Attend

The overall aim of this course is to provide participants with the knowledge, concepts and skills needed to negotiate in each phase of the contract life cycle successfully in order to maintain a good relationship between the two parties, and to reach a win-win outcome.

Participants in this interactive course will learn how to analyze the issues, identify the best practices in negotiating the scope of work, terms and conditions, claims, variation orders and disputes.

Course Methodology

This course relies on the use of individual and group exercises aimed at helping participants learn all key contract management activities. The course also features the use of a number of case studies, presentations and role plays by participants followed by discussions. In addition, this course incorporates pre and post testing.

Course Objectives

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

- Recognize the important role of negotiation in developing a solid contract and the implications of failing to do so
- Identify fundamental concepts of successful negotiations including problem solving, communication, and planning techniques that will help in achieving a win-win outcome
- Plan and conduct several contract related negotiations in a formal structured manner
- Outline critical provisions in the scope of work and explore collaborative approaches to secure agreements on these provisions
- Negotiate contractual claims and change orders in order to avoid disputes and legal issues
- Discover some of the tactics that are used during contract negotiations

Target Audience

Those involved in contract and business related negotiations. The course will also benefit those involved in negotiating the procurement of goods and services, manpower and different types of material or supplies. Meirc is assigned as a Registered Educational Provider (REP) with the Project Management Institute (PMI®). This program is worth 30 PDUs.

Target Competencies

- Negotiating contracts
- Contract preparation
- Handling claims
- Change management
- Technical terms and conditions
- Contract administration

Course Outline

- Principles of contracts
 - Elements of a contract
 - Purpose of contracting
 - Stages in contract development
 - Contracting plans and strategies
 - Contracting methods
 - When to negotiate and when to tender
- Negotiating principles
 - Concept of negotiation
 - Secrets of a successful negotiation
 - Best Alternative to a Negotiated Agreement (BATNA)
 - Communicating effectively
 - The negotiating style profile



- Principled negotiation
 - Separating people from problem
 - Focusing on interests not positions
 - Inventing options for mutual gains
 - Using objective criteria
- Characteristics of a skilled negotiator
- The contract negotiation process
 - Approaches for contract negotiation
 - Negotiation's structured approach
 - Planning the negotiation
 - Conducting the negotiation
 - Post negotiation actions
- Negotiating the scope
 - Defining the scope of work
 - Terms and conditions
 - Contract provisions
 - The pricing of the contract
 - Zone of a Possible Agreement (ZOPA)
 - International contracting
- Post award negotiation
 - Contract award
 - Contract administration
 - Variation orders and change management
 - Claims and disputes
 - Sources of disputes
 - Methods in lieu of formal proceedings
- Negotiation strategies and tactics
 - Tactics and counter tactics
 - Arbitrary deadlines
 - Limited availability
 - Stonewall tactic
 - Breakthrough negotiation: the five steps



Associations

Project Management Institute (PMI)® : Meirc is designated as a Registered Educational Provider (R.E.P.) with the Project Management Institute (PMI)®. As a result, Meirc is authorized to issue Category Three Professional Development Units (PDU) that can be used for the authorization to take the Project Management Professional (PMP)® certification exam and for maintaining the PMP credentials.



Chartered Institute of Logistics and Transport (CILT) : Meirc is an Approved Training Provider (ATP) in the region for the Chartered Institute of Logistics and Transport (CILT). Established in 1919, CILT is the world's leading supply chain, logistics and transport professional body with over 33,000 members across the globe. CILT seeks to add value to individual and corporate members by enhancing their knowledge, careers, and businesses by setting, supporting and delivering professional standards and education in the fields of logistics, transport and supply chain. By attending Meirc's CILT accredited courses, participants can earn CPD units as well as attain modular unit award courses that can be combined for international certification



Fees: US\$ (including coffee breaks and a buffet lunch daily)



Per participant - 2020 US\$ 4900

Fees + VAT as applicable UAE Tax Registration Number 100239834300003
Meirc is assigned as a Registered Educational Provider (R.E.P.) with the Project Management Institute (PMI®).
This course is worth 30 PDUs.

Courses in Contracts Management

Dates	Course Name	Language	Location	Fees
1 - 5 Sep, 2019	Project Management for Contract Professionals	English	Dubai	US\$ 4900
8 - 12 Sep, 2019	Managing Change Orders and Contractual Claims	English	Dubai	US\$ 4900
22 - 26 Sep, 2019	Contract Administration: Understanding and Implementing Contractual Obligations	English	Dubai	US\$ 4900
13 - 17 Oct, 2019	Essential Skills for Contract Professionals	English	Dubai	US\$ 4900
20 - 24 Oct, 2019	Certified Contract Manager	English	Dubai	US\$ 5200
3 - 7 Nov, 2019	Tendering: Contract Preparation and Bid Evaluation	English	Dubai	US\$ 4900
17 - 21 Nov, 2019	Contract Administration: Understanding and Implementing Contractual Obligations	Arabic	Dubai	US\$ 4900
8 - 12 Dec, 2019	Drafting Contracts and Writing Scope of Work	English	Dubai	US\$ 4900
15 - 19 Dec, 2019	Managing Change Orders and Contractual Claims	English	Dubai	US\$ 4900
22 - 26 Dec, 2019	Certified Contract Manager	English	Dubai	US\$ 5200
19 - 23 Jan, 2020	Contract Administration: Understanding and Implementing Contractual Obligations	English	Dubai	US\$ 5200
2 - 6 Feb, 2020	Certified Contract Manager	English	Dubai	US\$ 5200
8 - 12 Mar, 2020	Managing Change Orders and Contractual Claims	English	Dubai	US\$ 5200
15 - 19 Mar, 2020	Essential Skills for Contract Professionals	English	Dubai	US\$ 5200
29 Mar - 2 Apr, 2020	Tendering: Contract Preparation and Bid Evaluation	English	Dubai	US\$ 5200
5 - 9 Apr, 2020	Contract Administration: Understanding and Implementing Contractual Obligations	Arabic	Dubai	US\$ 5200
12 - 16 Apr, 2020	Contract Management for Non-Contract Professionals	English	Dubai	US\$ 5200
31 May - 4 Jun, 2020	Contract Administration: Understanding and Implementing Contractual Obligations	English	Dubai	US\$ 5200
14 - 18 Jun, 2020	Certified Contract Manager	English	Dubai	US\$ 5200
21 - 25 Jun, 2020	Drafting Contracts and Writing Scope of Work	English	Dubai	US\$ 5200
23 - 27 Aug, 2020	Contract Administration: Understanding and Implementing Contractual Obligations	English	Dubai	US\$ 5200
6 - 10 Sep, 2020	Tendering: Contract Preparation and Bid Evaluation	Arabic	Dubai	US\$ 5200
13 - 17 Sep, 2020	Managing Change Orders and Contractual Claims	English	Dubai	US\$ 5200



Courses in Contracts Management

Dates	Course Name	Language	Location	Fees
27 Sep - 1 Oct, 2020	Certified Contract Manager	English	Dubai	US\$ 5200
4 - 8 Oct, 2020	Contract Management for Non-Contract Professionals	English	Dubai	US\$ 5200
11 - 15 Oct, 2020	Project Management for Contract Professionals	English	Dubai	US\$ 5200
25 - 29 Oct, 2020	Contract Administration: Understanding and Implementing Contractual Obligations	Arabic	Dubai	US\$ 5200
1 - 5 Nov, 2020	Essential Skills for Contract Professionals	English	Dubai	US\$ 5200
8 - 12 Nov, 2020	Drafting Contracts and Writing Scope of Work	English	Dubai	US\$ 5200
15 - 19 Nov, 2020	Tendering: Contract Preparation and Bid Evaluation	English	Dubai	US\$ 5200
29 Nov - 3 Dec, 2020	Managing Change Orders and Contractual Claims	English	Dubai	US\$ 5200
6 - 10 Dec, 2020	Certified Contract Manager	English	Dubai	US\$ 5200
27 - 31 Dec, 2020	Contract Administration: Understanding and Implementing Contractual Obligations	English	Dubai	US\$ 5200



Meirc Timeline

