

# € TRAINING

Essentials of Contracting and Contract  
Negotiation

A group of four smiling business professionals (two men and two women) are seated at a table in a meeting room. They are all wearing white shirts. The woman in the foreground is wearing a black top and a multi-strand necklace. The background is a bright, modern office environment.

23 September -  
4 October 2024  
Barcelona (Spain)



# Essentials of Contracting and Contract Negotiation

REF: U1425 DATE: 23 September - 4 October 2024 Venue: Barcelona (Spain) - Fee: 9460 Euro

## Introduction:

This training program offers participants a comprehensive understanding of the fundamental principles and practices of contracting and negotiation. It empowers them to confidently navigate contractual complexities, fostering successful agreements that drive organizational growth and success.

## Program Objectives:

At the end of this program, participants will be able to:

- Understand the fundamental principles of contracting.
- Develop effective negotiation strategies and techniques.
- Learn how to draft clear and enforceable contracts.
- Manage contracts to ensure compliance and performance.
- Mitigate risks and resolve contractual disputes.

## Targeted Audience:

- Contract Managers.
- Project Managers.
- Legal Professionals.
- Procurement Specialists.
- Business Executives.
- Entrepreneurs.

## Program Outline:

### Unit 1:

#### Introduction to Contracting:

- Overview of contracting principles.
- Types of contracts and their uses.

- Key elements of a legally binding contract.
- Contract lifecycle and management process.
- Case studies on fundamental contracting principles.

## Unit 2:

### Contract Negotiation Basics:

- Principles of effective negotiation.
- Preparing for contract negotiations.
- Understanding the interests of both parties.
- Techniques for persuasive communication.
- Case studies on successful contract negotiations.

## Unit 3:

### Advanced Negotiation Techniques:

- Strategies for complex negotiations.
- Overcoming negotiation impasses.
- Building and maintaining negotiation relationships.
- Negotiating across cultures and jurisdictions.
- Case studies on advanced negotiation scenarios.

## Unit 4:

### Drafting Clear and Enforceable Contracts:

- Principles of contract drafting.
- Structuring contracts for clarity and precision.
- Key clauses in contracts and their importance.
- Avoiding ambiguities and legal pitfalls.
- Case studies on well-drafted contracts.

## Unit 5:

### Risk Management in Contracting:

- Identifying and assessing contract risks.
- Risk allocation and mitigation strategies.
- Managing changes and unforeseen events.
- Developing a risk management plan.
- Case studies on risk management in contracts.

## Unit 6:

### Contract Compliance and Performance Management:

- Monitoring contract performance.
- Ensuring compliance with contract terms.
- Managing contract documentation and records.
- Techniques for contract audits and reviews.
- Case studies on effective contract performance management.

## Unit 7:

### Dispute Resolution in Contracts:

- Common sources of contract disputes.
- Dispute resolution mechanisms and techniques.
- Managing contract claims and variations.
- Negotiation and settlement strategies.
- Case studies on resolving contract disputes.

## Unit 8:

### Ethical and Legal Considerations in Contracting:

- Understanding legal obligations and ethical standards.
- Addressing ethical dilemmas in contract negotiations.

- Ensuring compliance with laws and regulations.
- Incorporating ethical principles in contract management.
- Case studies on ethical and legal issues in contracting.

## Unit 9:

### International Contracting and Negotiation:

- Principles of international contracting.
- Navigating cross-border legal and regulatory issues.
- Techniques for negotiating international contracts.
- Managing risks in international contracts.
- Case studies on international contracting and negotiation.

## Unit 10:

### Best Practices in Contracting and Negotiation:

- Implementing best practices in contracting.
- Using technology and tools for contract management.
- Continuous improvement and performance measurement.
- Training and developing contract management teams.
- Case studies on best practices in contracting and negotiation.