

€ TRAINING

Essentials of Contracting and Contract
Negotiation



9 - 20 September 2024
Paris (France)



Essentials of Contracting and Contract Negotiation

REF: U1425 DATE: 9 - 20 September 2024 Venue: Paris (France) - Fee: 10100 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.