

THE IN-HOUSE TRAINING COMPANY

Introduction to contract negotiation

Overview

To provide participants with an introduction to the basic skills, knowledge and competencies required to plan, prepare, participate and evaluate negotiated outcomes in a range of different environments and categories.

Learning objectives

By the end of the programme participants will be able to:

- Understand the basic concepts of negotiation and how it adds value to the organisation
- Recognise the stages of negotiation and the skills required at each stage
- Make use of tried-and-tested negotiation planning tools
- Apply a range of negotiation tools and techniques to support the organisation in obtaining value for money, quality and fit-for-purpose outcomes
- Set negotiation objectives
- Appreciate the importance of interpersonal skills in maximising the opportunities for reaching win/win agreements

Who should attend?

This instructor-led course is for managers and team members who are new to the process of negotiation or who would benefit from a more structured approach to negotiating with suppliers, contractors, vendors and internal stakeholders. It will of benefit to staff who participate in or support negotiations. Those seeking a refresher in this subject, to consolidate existing experience and knowledge, would also benefit.

Course format

This one-day programme can also be delivered virtually or face to face at the client's venue.

The expert trainer adopts a proactive, participative, and participant-centred approach with emphasis on the practical application of the tools, techniques and templates discussed. The learning needs to be embedded into the fabric of the organisation, and the trainer uses context-based case studies and other tasks to achieve this.

Special features

The content of this course has been cross mapped with CIPS/ISM/IACCM competency frameworks and other relevant international standards.

Certificates of attendance are provided on request (for CPD purposes: the programme qualifies for six hours, which for most professional bodies translates as six points)

We specialise in the design and delivery of in-house, tailored, and bespoke training solutions. We have developed a process that enables us to tailor and bespoke course materials and assessments. We provide a pre-course questionnaire that will give us an understanding of the client's commercial management operations, including types of commercial contracts, values, contract duration, supply chains, procurements, relationships with clients, stakeholders and contractors, categories, and participant profiles, etc. This is then followed up with a virtual Zoom meeting with the client to gain further insights into their commercial environment. These insights will be reflected in the course materials and assessments. This will ensure relevance and participant engagement.

Expert trainer

Dr Ray Carter is an international training and development consultant with over 30 years' experience. He graduated from university with a master's degree in management studies. Dr Carter is a NALP licensed contract law paralegal and member of the Chartered Institute of Procurement and Supply and is a World Contract and Commercial Association Fellow and Advanced Contract and Commercial Management Practitioner.

His book "Practical Contract Negotiations" is well known and respected in the world of contract negotiations.

Workshop outline

1 Introduction:

- Negotiation Art or Science?
- Objectives and outcomes

2 Preparation planning for negotiations:

- DPSS 5 Ps of Negotiation
- SWOT analysis
- Supply market analysis/ PESTEL
- Contractor's pricing strategies

3 Engaging with Stakeholders:

- Identifying the Stakeholders in the Negotiation

4 Legal Aspects of Negotiations:

- Contract law and negotiated agreements (verbal or written)
- Negotiating Exclusion Clauses
- Battle of the Forms
- Misrepresentation in Negotiations

5 Participating in Negotiations:

- Conducting Integrative/Collaborative/Win/win negotiations
- Five Forces that Influence Negotiator's Style
- Interpersonal Skills and Style

6 Performing: Achieving Desired Outcomes

- Influencing and Persuading skills
- Strategy, tactics and plays
- Culture and negotiations

7 Post Evaluation : Measuring Effectiveness

- Value and Relationship Impact Matrix
- Post Evaluation Outcomes Score Card
- Lessons Learned

Any questions?

Please just give us a call on 01582 463463 – we're here to help!

Or visit www.theinhousetrainingcompany.com