

Negotiation and Contract Management in Commercial Transactions

Duration: 5 Days

Language: en

Course Code: IND09-111

Objective

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

- Develop effective negotiation strategies for commercial agreements.
- Understand the lifecycle of contracts and key management processes.
- Draft and review contracts with attention to key clauses and risks.
- Mitigate legal and commercial risks in contractual relationships.
- Strengthen stakeholder collaboration during contract implementation.
- Navigate disputes, renegotiations, and contract termination.

Audience

This course is suitable for:

- Procurement and supply chain professionals.
- Contract managers and administrators.
- Legal advisors and compliance officers.
- Business development and commercial officers.
- Project managers involved in B2B agreements.
- Entrepreneurs and startup founders.

Training Methodology

The course uses interactive lectures, guided negotiation simulations, contract review exercises, and industry-based case studies. Participants will engage in practical contract drafting and negotiation scenarios, applying legal, financial, and operational insights to real commercial settings.

Summary

Effective negotiation and contract management are essential for ensuring profitable and risk-mitigated commercial transactions. This course provides a comprehensive exploration of negotiation strategies and contract lifecycle management techniques tailored for global and local commercial contexts.

Participants will develop practical skills to negotiate deals that align with business goals, manage legal and financial obligations, and minimise risks throughout contract execution. The course also delves into the latest trends such as digital contracting, e-signatures, and the integration of risk clauses, force majeure, and dispute resolution mechanisms.

Through expert-led sessions, role-plays, and real-world case studies, attendees will enhance their ability to handle complex negotiations and contractual relationships with confidence and professionalism.

Course Content & Outline

Section 1: Principles of Commercial Negotiation

- The negotiation process: Preparation, communication, execution.
- Key concepts: BATNA, ZOPA, anchoring, mutual gains.
- Negotiating styles and tactics: Competitive vs. collaborative.
- Cross-cultural negotiation challenges and opportunities.
- Ethical conduct and professionalism in business negotiation.

Section 2: Contract Fundamentals and Structures

- Anatomy of a commercial contract: Definitions, clauses, and annexes.
- Understanding common contract types: Sales, services, licensing, partnership.
- Essential legal principles: Offer, acceptance, consideration, intent.
- Roles and responsibilities in the contracting process.
- Case review: Common pitfalls in poorly drafted contracts.

Section 3: Risk Management in Contracts

- Identifying and allocating commercial and legal risks.
- Clauses to watch: Indemnities, liability limits, warranties, force majeure.
- Drafting clear dispute resolution and arbitration clauses.
- Compliance with governing laws and international regulations.
- Contractual protections in volatile business environments.

Section 4: Negotiating and Closing Contracts

- Setting clear objectives and understanding the counterpart’s position.
- Managing concessions and trade-offs.
- Legal implications of verbal agreements and memoranda.
- Securing stakeholder alignment for contract execution.
- Techniques for closing deals effectively and with confidence.

Section 5: Contract Lifecycle Management

- Stages: Drafting, approval, execution, monitoring, renewal/termination.
- Contract management systems (CMS): Digital tools and dashboards.
- Monitoring performance, obligations, and key deliverables.

- Handling amendments, renegotiations, and change control.
- Real-time tracking and alerts for key dates and milestones.

Section 6: Dispute Resolution and Termination

- Early warning signs of contract breaches or failure.
- Managing contract non-performance professionally.
- Legal remedies: Damages, specific performance, termination for cause.
- Negotiating dispute settlements and contract exits.
- Role of mediation, arbitration, and litigation.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by The CPD Certification Service (CPD), and are certified under ISO 9001 and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Law, Contracts and Legalities, Project Management, Retail and Trade

Tags

contract management, Commercial Transactions, Negotiation in Commercial Transactions

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