

TRAINING TITLE

CONTRACT NEGOTIATION & PURCHASING

Training Duration

5 day

Training Venue and Dates

Ref. No. SL085	Contract Negotiation & Purchasing	5	10 – 14 Nov. 2025	6,500	Amsterdam, Netherlands
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In any of the 4 or 5-star hotels. The exact venue will be informed later.

Training Fees

- \$6,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch

Training Certificate

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING DESCRIPTION

Contract negotiation and purchasing involve the process of agreeing on terms and conditions between parties for the exchange of goods, services, or assets. It includes drafting, reviewing, and finalizing agreements, ensuring both sides meet their needs and comply with legal standards.

TRAINING OBJECTIVES

By end of course participants will be able to understand

- Understand key negotiation principles and strategies.
- Develop skills to foster collaboration and trust.
- Learn to handle objections and conflicts professionally.
- Practice crafting win-win solutions that benefit all parties.

WHO SHOULD ATTEND?

- Procurement Managers
- Legal Advisors
- Finance Representatives
- Department Heads
- Vendors/Suppliers
- Contract Managers

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- Those who are new to purchasing

TRAINING METHODOLOGY

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions and motivating everybody to find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & General Discussions

COURSE PROGRAM

Day 1: Introduction to Contract Negotiation

- Overview of Contracting Process
- Key Terminologies
- Roles and Responsibilities

Day 2: Purchasing Fundamentals

- Procurement Strategies
- Supplier Selection
- Request for Proposal (RFP) Process

Day 3: Negotiation Techniques

- Effective Communication Skills
- Negotiation Tactics
- Conflict Resolution

Day 4: Contract Terms and Conditions

- Key Clauses in Contracts
- Risk Management
- Compliance and Legal Considerations

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Day 5: Finalizing and Managing Contracts

- Review and Sign-off Procedures
- Post-Contract Management
- Monitoring Performance and Compliance

NOTE:

Pre-& Post Tests will be conducted.

Case Studies, Group Exercises, Group Discussions, Last Day reviews, and assessments will be carried out.



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