

Training Title

NEGOTIATING, DRAFTING & UNDERSTANDING CONTRACTS

Training Duration

5 days

Training Date

FB055	Negotiating, Drafting & Understanding Contracts	5	29 Jan-02 Feb 2024	\$5,500	Dubai, UAE
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In any of the 5 star hotels as mentioned below. The exact venue will be informed once finalized.

Training Fees

\$5,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch

Training Certificate

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

Language: English

INTRODUCTION

This Negotiating, Drafting & Understanding Contracts training course is specially and specifically designed to cover the major stages of contracting. We learn about negotiating the deal so that all the major risk points and eventualities are covered and then documenting the deal in an efficient and concise manner so that the contract can be easily understood by all members of the organization.

Contracts are the essential structure of all commercial relationships and are involved in every component of business life. It is vitally important that all members of an organization understand how contracts operate whether they are involved in the construction of a major new asset or in the supply of goods and services. This training course will increase awareness of practices in other sectors as well as giving delegates the opportunity to assess situations from the other party's perspective.

COURSE OBJECTIVE

By the end of this training course, you will learn to:

- Apply negotiation tactics
- Understand contract structures
- Explain key contractual clauses
- Apply effective commercial contract drafting techniques

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- Determine the most effective dispute resolution procedure

WHO SHOULD ATTEND

This training course is suitable to a wide range of professionals but will especially benefit:

- Project, Construction, Cost and Quantity Professionals
- Purchasing officers
- Procurement and Tendering Personnel
- Buyers & Financial Professionals
- Contracts, Contract Administration Professionals

COURSE SCHEDULE

DAY 1

- The Importance of Contracts
- How contracts are formed
- How to structure commercial arrangements
- Traditional structures
- Innovative structures
- Collaboration contracts
- Incentive contracts

DAY 2

- The Negotiating Process
- The art of negotiation
- Characteristics of a good negotiator
- Negotiation tips and tactics
- Dealing with difficult negotiators
- Cultural differences

DAY 3

- Drafting Specific Clauses
- Performance of the work
- Subcontracting
- Payment obligations
- Changes and variations
- Force majeure

DAY 4

- Contract Liability
- Controlling Liability
- Damages and excluding liability
- Liquidated damages
- Insurance
- Termination

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DAY 5

- Dealing with disputes
- Jurisdiction
- Litigation
- Arbitration
- Mediation
- Expert Determination

COURSE METHODOLOGY

The training course will be highly participatory and the course leader will present, guide and facilitate learning, using a range of methods including formal presentation, discussions, sector-specific case studies and exercises. Above all, the course leader will make extensive use of real-life case examples in which he has been personally involved. 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.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Case studies & Practical Exercises
- 10% Role Play
- 10% Videos, Software or Simulators (as applicable) & General Discussions

Case Studies, Group Discussions, Last Day Review, Assessments will be carried out.

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MEETING ROOM PICTURES:



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