

# Contract Negotiation Skills

*“How to negotiate client contracts easier and faster.”*

## Why you should attend this training course

This course will help you to improve your self-confidence and understand how best to negotiate contracts

- Proven skills and techniques for influencing, persuading, and negotiating with client contracts.
- Increased confidence and clarity when reviewing contract terms and clauses.
- How to structure and manage contract review meetings.



## Key learning points include:

- A structured and proven approach to negotiation of contract terms.
- Apply the key principles of negotiation; playing the person and the problem
- Create a contract negotiation strategy – from opening to close
- Use (and recognize) proven negotiation tactics and techniques
- How embrace conflict positively - to “say no, then negotiate”
- Plan and prepare for any commercial negotiation conversations
- Understand the stages of negotiation and how to move through them
- Ways of resolving stalemate and responding to ultimatums

## How you will benefit

The course is ideal if you are looking to learn, refresh and extend their negotiation skills and knowledge of influence and persuasion.

## About the trainer and course format

This course will be delivered by an experienced trainer with a real expertise and knowledge in the subject and skills of contract negotiation. The course will be informal, engaging and include many practical activities.

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## Course outline

- ✓ Two 90-minute modules live online or one day onsite workshop
- ✓ Experienced trainer with in-depth subject matter expertise.
- ✓ PDF manual for reference.

## Negotiating from a position of personal power

- The eight steps of a contract or commercial negotiation.
- Identifying value and assessing your strategy for agreement, with examples.
- How to motivate other parties and move towards a win-win outcome.
- How to draw on sources of power when you have less authority.

## Effective negotiation – planning and theory

- How to plan and structure your negotiation for a successful and quick conclusion
- Win-win and win-perceived-win forms of negotiation
- Push and pull styles of persuasion; the five modes
- Case study: Planning for a client negotiation around contract issues

## Effective negotiation – practice and reality

- Behavioural skills in contract negotiation
- The most common “unforced” negotiation mistakes and errors
- Negotiation best-practice checklist and summary
- Case study: Setting objectives, sources of value, trading concessions.

## Negotiation tactics and playing the game

- How high - how hard - how soon; why now
- Power balance - each party's interdependence on the other
- How to identify hidden or perceived currencies and values
- How to use these to establish a higher base price
- Being creative and trading unexpected sources of value

## Learning summary