

The Essentials of Contracting & Contract Negotiation Course

Governance, Risk, & Compliance (GRC)
Accra (Ghana)
15 - 26 Dec 2025

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The Essentials of Contracting & Contract Negotiation Course

Ref: 321632_142528 **Date:** 15 - 26 Dec 2025 **Location:** Accra (Ghana) **Fees:** 5600 **Euro**

Course Description

This comprehensive 10-day course covers the essentials of contracting and contract negotiation. Participants will gain a thorough understanding of contract law, drafting techniques, negotiation strategies, and dispute resolution methods. The course is designed for professionals in procurement, legal, and project management roles seeking to enhance their contracting and negotiation skills.

Learning Objectives

- Understand fundamental principles of contract law and formation
- Develop skills in drafting clear and effective contract clauses
- Master negotiation techniques for achieving favorable contract terms
- Learn strategies for managing contract risks and resolving disputes
- Gain practical experience through case studies and negotiation exercises

Course Modules

Day 1: Introduction to Contract Law

- Basic principles of contract law
- Contract formation and validity
- Types of contracts
- Legal and regulatory framework

Day 2: Contract Structure and Key Clauses

- Essential contract components
- Drafting clear and enforceable clauses
- Risk allocation provisions
- Boilerplate clauses and their importance

Day 3: Pre-Contract Negotiations

- Preparing for negotiations
- Identifying negotiation objectives
- Developing negotiation strategies
- Understanding the other party's perspective

Day 4: Negotiation Techniques and Tactics

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- Effective communication in negotiations
- Persuasion and influence techniques
- Handling difficult negotiators
- Overcoming deadlocks

Day 5: Contract Pricing and Financial Terms

- Pricing models and strategies
- Payment terms and schedules
- Financial risks and mitigation
- Currency and tax considerations

Day 6: Performance Management and KPIs

- Defining performance criteria
- Key Performance Indicators KPIs
- Service Level Agreements SLAs
- Monitoring and reporting mechanisms

Day 7: Change Management and Contract Modifications

- Managing scope changes
- Contract amendment processes
- Renegotiation strategies
- Impact assessment of changes

Day 8: Dispute Resolution and Claims Management

- Types of contract disputes
- Alternative Dispute Resolution ADR methods
- Litigation and arbitration
- Claims preparation and defense

Day 9: Contract Risk Management

- Identifying and assessing contract risks
- Risk mitigation strategies
- Insurance and indemnification
- Force majeure and hardship clauses

Day 10: Ethics in Contracting and Negotiation

- Ethical considerations in contracting
- Anti-corruption and compliance
- Confidentiality and data protection
- Corporate social responsibility in contracts

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

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Practical Wins for Participants

- Ability to draft clear and comprehensive contracts
- Enhanced negotiation skills for securing favorable terms
- Improved contract risk management capabilities
- Strategies for effective dispute resolution and claims handling

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