Contract Negotiation and Purchasing Skills Masterclass

15 – 19 November 2027
Accra (Ghana)



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Why This Course

In today's competitive business environment, effective contract negotiation and strategic purchasing are essential for maximizing value and minimizing risk. Organizations that master these skills can secure better terms, strengthen supplier relationships, and drive operational efficiency.

This intensive 1-week program equips professionals with advanced negotiation and procurement techniques, blending proven strategies with practical exercises. Participants will gain the knowledge and tools to navigate complex contracts, optimize purchasing decisions, and enhance overall procurement performance.

What You'll Learn and Practice

By attending this course, you will:

- Master advanced negotiation strategies for high-stakes contracts.
- Apply strategic purchasing principles to optimize cost, quality, and value.
- Manage contracts effectively while mitigating risks and resolving disputes.
- Enhance communication and relationship-building skills with suppliers and stakeholders.
- Gain hands-on experience through simulations, case studies, and interactive exercises.

The Program Flow

Day 1: Foundations of Contract Negotiation

- Introduction to contract law, terminology, and essential concepts.
- Key negotiation theories and the psychology behind decision-making.
- Preparing for negotiations: research, planning, and strategy development.
- Effective communication techniques for successful negotiations.

Day 2: Advanced Negotiation Techniques

- Understanding power dynamics and influence in negotiations.
- Handling difficult negotiators and challenging situations.
- Implementing win-win negotiation strategies.
- Cross-cultural negotiation considerations for global business.



Day 3: Strategic Purchasing and Procurement

- Principles of strategic sourcing and supplier selection.
- Fundamentals of supply chain management and value creation.
- Cost analysis, value assessment, and spend optimization.
- Building and maintaining strong supplier relationships.

Day 4: Contract Management and Risk Mitigation

- Key contract clauses and their operational and legal implications.
- Identifying, assessing, and mitigating contractual risks.
- Monitoring contract performance and establishing KPIs.
- Resolving disputes and managing contract amendments effectively.

Day 5: Practical Application and Case Studies

- Negotiation simulation exercises to apply learned techniques.
- Real-world case studies in strategic purchasing and contract management.
- Contract drafting and review workshop.
- Developing a personalized action plan for immediate implementation.

Individual Impact

- Ability to negotiate favorable terms and secure better outcomes.
- Enhanced skills in strategic purchasing and supplier management.
- Improved contract oversight, risk mitigation, and compliance capabilities.
- Confidence in applying negotiation strategies across diverse scenarios.

Organizational Impact

- Reduced procurement costs and optimized supplier value.
- Strengthened supplier relationships and improved collaboration.
- Increased operational efficiency through effective contract management.
- Greater risk awareness and proactive mitigation across procurement activities.

Training Methodology

- Interactive negotiation simulations and role-playing exercises.
- Practical case studies reflecting real-world procurement challenges.
- Hands-on contract drafting and review workshops.
- Group discussions to share insights and best practices.



Beyond the Course

Participants will leave ready to:

- Negotiate complex contracts confidently and strategically.
- Implement cost-effective and value-driven purchasing strategies.
- Monitor and manage contract performance while mitigating risks.
- Apply learned techniques immediately to improve procurement outcomes and supplier relationships.

This course provides a structured and practical approach for professionals seeking to elevate their negotiation, purchasing, and contract management capabilities.

