The Essentials of Contracting & Contract Negotiation Course

19 – 30 July 2027
Tokyo (Japan)



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Why This Course

Contracts are the foundation of successful business relationships, yet managing them effectively requires both legal understanding and strategic negotiation skills. This intensive 2-week program equips professionals with the knowledge and practical tools to draft, negotiate, and manage contracts confidently. Through case studies, interactive exercises, and real-world examples, participants will develop expertise in contract law, risk management, negotiation, and dispute resolution—essential skills for procurement, legal, and project management professionals.

What You'll Learn and Practice

By attending this program, you will be able to:

- Understand fundamental principles of contract law and formation.
- Draft clear, effective, and enforceable contract clauses.
- Apply advanced negotiation techniques to achieve favorable terms.
- Manage contract risks and resolve disputes efficiently.
- Gain hands-on experience through practical case studies and exercises.

The Program Flow

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 significance



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

- Effective communication in negotiations
- Persuasion and influence strategies
- Handling difficult negotiators
- Overcoming negotiation 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
- Assessing the impact 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 clauses
- Force majeure and hardship considerations

Day 10: Ethics in Contracting and Negotiation

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

Individual Impact

Participants will leave the course with:

- The ability to draft clear, comprehensive, and enforceable contracts.
- Advanced negotiation skills for securing favorable contract terms.
- Enhanced capabilities in contract risk management.
- Strategies and practical skills for effective dispute resolution and claims handling.

Organizational Impact

Organizations will benefit from:

- Stronger, more reliable contract management processes.
- Improved negotiation outcomes and optimized financial terms.
- Reduced exposure to contractual risks and disputes.
- Enhanced compliance, ethical standards, and corporate governance in contracting.

Training Methodology

- Interactive workshops and practical exercises
- Real-world case studies and negotiation simulations
- Collaborative group problem-solving
- Action planning for applying contract management skills effectively

Beyond the Course

By the end of the two weeks, participants will be fully prepared to:



• Draft, review, and manage contracts with confidence and precision.
• Negotiate agreements that maximize value and minimize risk.
• Handle disputes and claims proactively and strategically.
• Apply ethical practices and compliance standards in all contracting activities.

