



ADVANCED NEGOTIATION & CONTRACT MANAGEMENT

Catalyst Mediation Skills

This practical one day course introduces a fresh approach to negotiating skills and contract management, so you can learn how they should work in principle and then manage them so they work in practice. Throughout the course, you will use practical examples and have opportunities to put new skills into practice in a positive, supportive environment.

COURSE OVERVIEW

Positional Bargaining

In traditional positional bargaining each party bargains from their separate opening positions on each element of the contract. Positional bargaining tends to neglect the parties' real interests in what the contract should deliver. It encourages stubbornness and underhand tactics and so tends to harm the parties' relationship.

Principled Negotiation

Principled negotiation provides a better way of reaching good agreements. The four principles which can be used effectively on almost any type of negotiation to produce a 'win-win' outcome are:

- 1) separate the people from issues;
- 2) focus on interests rather than positions;
- 3) generate a variety of options before settling ;
- 4) insist that the agreement be based on objective criteria.

The course will provide a detailed outline of the model and reinforce the skills required to put each step into practice

Contract Negotiation

The process by which these principles can be used at each stage of negotiating a contract between supplier and buyer. These options, once agreed, form the basis of the Contract. We provide opportunities to practice this approach using real-life examples

Contract Management: Risk Control

Having negotiated the contract, the key management task is to reduce the risk to the buyer of problems occurring which are not managed. We review the stages and contents of a Contract Management approach, based on

- Escalation hierarchy
- Contract reviews
- Risk Management

Debrief and Evaluation

Final question and answer session and addressing of any outstanding concerns

COURSE LEADERS

Jeremy Scuse BSC Hons. FIOD : with 25 years in commerce, and as a Fellow of the Institute of Directors, he has considerable national and international negotiation experience with a range of product and service providers.

Charlie Irvine LLB (Hons) MSc: a solicitor who has 15 years experience as a senior manager, he is also a specialist trainer in negotiation and conflict resolution working at board level in communication and negotiation skills.

WHO WOULD BENEFIT?

Senior managers who negotiate or manage contracts with suppliers.

COURSE LENGTH

8 hours over 1 day.

LEARNING OUTCOMES

By the end of this course the participants will have gained:

- ✓ Insight into how and why principled negotiation produces more effective contracts.
- ✓ The key stages in planning for and running a successful negotiation.
- ✓ How to reduce the risk of contracts not delivering.

COURSE DATES

Aberdeen 19/09/08 30/01/09
Glasgow 12/09/08 23/01/09

BUDGET

£350 + VAT per delegate, including course handouts, lunch and refreshments.

DISCOUNTS

Book 2 or more delegates onto the same course for a 10% discount. Plus pay 28 days before the course date or earlier, for a further 10% discount.

BOOKING FORM

Via Jeremy Scuse on
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