

# Negotiating contracts: Mastering all aspects

Hands-on course of 3 days - 21h

Ref.: NCS - Price 2024: CHF1 990 (excl. taxes)

## THE PROGRAMME

last updated: 01/2018

### 1) Mastering the essential principles of drafting the contract

- Identifying the contract validity conditions.
- Essential clauses.
- Particular clauses.

*Hands-on work* : Hands-on work Case studies. Examples for the validity of the contract.

### 2) Negotiating the contract

- Prerequisites.
- Promises and preliminary agreements.
- Entering negotiations.

### 3) Before negotiating the contract

- Analyzing the situation. Collecting the key information from the parties present. Getting informed about the cultural ba
- Identifying the partners involved in the negotiation.
- Defining the roles in a multi-party negotiation.
- Evaluating the balance of power.
- Setting goals for yourself. Determining your expectations, your level of demand.
- Assessing each party's strengths and weaknesses, crafting a pitch.
- Anticipating the other party's reactions.
- Identifying your counterparts' profiles.

*Hands-on work* : Hands-on work Filmed negotiation practice exercises.

### 4) Conducting a contract negotiation session

- Creating the contact.
- Mentioning the issues.
- Stating the goals.
- Making a pitch and handling objections.
- Reaching a profitable long-term agreement.

### 5) Creating a pitch for reaching a profitable agreement

- How do you enhance your arguments?
- What arguments will you use to achieve your objective?
- Managing tense situations calmly.
- Spotting traps for negotiators.

### 6) Knowing how to close the deal

- Analyzing and taking stock of the negotiation.
- Formally signing the contract.

*Hands-on work* : Hands-on work Practice with difficult negotiations. Collective debriefing.

### 7) Risks related to contract non-performance

- Damages.

#### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

#### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

#### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

- Amicable settlement.
- The transaction.
- Arbitration and arbitration clauses.
- Dispute resolution.
- Mediation.

*Hands-on work : Hands-on work Case study in sub-groups.*

## DATES

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### REMOTE CLASS

2024 : 01 Jul, 14 Oct