MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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CONTRACT AND NEGOTIATION MANAGEMENT

"Master the art of contracts and negotiations to drive successful procurement outcomes"

Schedule

Date	Venue	Fees (Face-to-Face)
09 – 10 Dec 2026	Doha, Qatar	USD 2495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Effective contract and negotiation management is critical for achieving successful procurement outcomes and maintaining strong business relationships. This 2-day face-to-face training provides participants with practical knowledge, strategies, and techniques to manage contracts efficiently, negotiate effectively, and mitigate risks in procurement and supply chain processes.

The course combines lectures, real-world case studies, interactive workshops, and peer discussions. Participants will develop skills to structure contracts, handle negotiation challenges, and ensure compliance with legal and organizational requirements, enhancing both individual and organizational performance.

Objectives

By the end of this course, participants will be able to:

- Understand the fundamentals of contract management and negotiation principles.
- Apply effective strategies for contract drafting, evaluation, and administration.
- Negotiate successfully to achieve mutually beneficial outcomes.
- Identify, mitigate, and manage contractual risks.
- Enhance procurement efficiency and stakeholder satisfaction.

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Why Attend

- Gain practical knowledge of contract management and negotiation techniques.
- Improve organizational procurement efficiency and compliance.
- Learn strategies to handle complex negotiation scenarios.
- Enhance your professional skills and career prospects in procurement and contract management.
- Network with procurement and contract professionals.

Target Audience

This program is designed for:

- Contract managers and procurement professionals.
- Project managers and supply chain personnel involved in contracting.
- Legal and compliance officers working with contracts.
- Professionals responsible for vendor management, negotiation, and procurement.

Individual Benefits

Key competencies that will be developed include:

- Mastery of contract drafting, administration, and management.
- Effective negotiation and communication skills.
- Ability to identify and mitigate contractual risks.
- Skills to manage supplier and stakeholder relationships successfully.

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved procurement and contract management processes.
- Enhanced efficiency and effectiveness in negotiations and vendor management.
- Reduced contractual and operational risks.
- Increased value delivery from supplier and stakeholder engagements.

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Principles of contract management, negotiation strategies, and risk mitigation.
- Case Studies – Real-world examples of contracts and negotiation scenarios.
- Workshops – Hands-on exercises in contract drafting, review, and negotiation simulations.
- Peer Exchange – Group discussions on challenges, solutions, and lessons learned.
- Tools – Templates, checklists, and guidelines for effective contract and negotiation management.

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Course Outline

Detailed 2-Day Course Outline

Training Hours: 9:00 AM – 5:00 PM Daily Format: 3–4 Learning Modules | Coffee Breaks & Lunch included

Day 1: Fundamentals of Contract and Negotiation Management (09:00 – 04:00)

Module 1: Introduction to Contract Management (09:00 – 11:00)

- Key principles, types of contracts, and the contract lifecycle.

Module 2: Contract Drafting and Evaluation (11:15 – 01:00)

- Drafting clear and enforceable contracts.
- Evaluating terms, conditions, and compliance requirements.

Module 3: Risk Identification and Mitigation (02:00 – 04:00)

- Identifying contractual risks and developing mitigation strategies.

Day 2: Negotiation Strategies and Practical Applications (09:00 – 04:00)

Module 4: Negotiation Techniques and Best Practices (09:00 – 11:00)

- Effective negotiation strategies and communication skills.

Module 5: Vendor and Stakeholder Management (11:15 – 01:00)

- Managing relationships and achieving mutually beneficial outcomes.

Module 6: Workshops and Case Studies (02:00 – 04:00)

- Hands-on exercises in contract negotiation and problem-solving.

Certification

Participants will receive a Certificate of Completion in Contract and Negotiation Management, validating their expertise in contract administration, negotiation strategies, and procurement best practices.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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