



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





# Negotiation strategies and contract drafting

## Objectives

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- Inform participants of the nature of the contract, its contents and elements.
- Enabling participants to formulate contracts effectively.
- Inform participants of the stages of drafting contracts.
- To empower participants with tools, methods and means of drafting contracts in terms of word selection, formulation and objective.
- Inform the participants about the nature of the administrative law, its elements and its

## Who Should Attend?

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- Contract staff
- Managers
- Counselors
- Professionals responsible for contract execution and contractual claims

## Seminar Outline

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### DAY 1

- The concept and fundamentals of the negotiation process and its different characteristics.
- Alternative strategies for negotiation.
- The stages of effective negotiation.
- Negotiation Tactics

### DAY 2

- LIM Approach for cautious action and handling of objections.
- The eight-step approach to negotiation.
- Approach of common interests to negotiate.
- Financial and technical aspects of negotiation.



### DAY 3

- Different types of human beings in negotiation.
- Behavioral skills in effective negotiation.
- Laboratory negotiation of practical participants.
- I am the importance of contracts and the legal concept of them.

### DAY 4

- Legal aspects of conclusion of contracts.
- Analysis of contract offers and legal tender.
- Formal and objective aspects of contracts and common mistakes.
- Areas of arbitration in international contracts

### DAY 5

- Arbitrator, terms, obligations and rights.
- Applicable law in arbitration.
- Arbitration Agreement and Ethics.
- Closing of the program.





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