



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





## Advanced strategies for planning and preparing contracts

### 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

- Negotiating skills as a basis for administrative excellence.
- Nature of Negotiation (Concept-Importance-Objectives)
- The principle of strictness and the principle of tolerance and how to reconcile them.
- Negotiating linguistics ... and the historical development of negotiating names.
- Determinants of the negotiation process between theory and practice.
- Surveys / Case Studies / Role Representation / Training Laboratory.

#### DAY 2

- Principles of Effective Negotiation.
- Characteristics of the negotiating process.
- Negotiation as an integrated system.
- Introduction, activities and outputs of the negotiating system.
- Practical Positions / Simulation / Role Representation / Training Laboratory.

#### DAY 3

- Steps to prepare and plan for negotiations.
- Criteria for selecting an effective negotiator.
- Negotiate with an individual or negotiate a team?
- The actual practice of the negotiating process.
- Role Playing / Practice Positions / Training Laboratory



#### DAY 4

- Steps to prepare and plan for negotiations.
- Criteria for selecting an effective negotiator.
- Negotiate with an individual or negotiate a team?
- The actual practice of the negotiating process.
- Role Playing / Practice Positions / Training Laboratory

#### DAY 5

- The Importance of Arbitration in Comparative Law
- The arbitration clause and the arbitration clause
- The legal nature of arbitration
- Formation of the Arbitration Tribunal
- Arbitration procedures
- Nullification of the arbitral award
- In implementation of the arbitral award



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