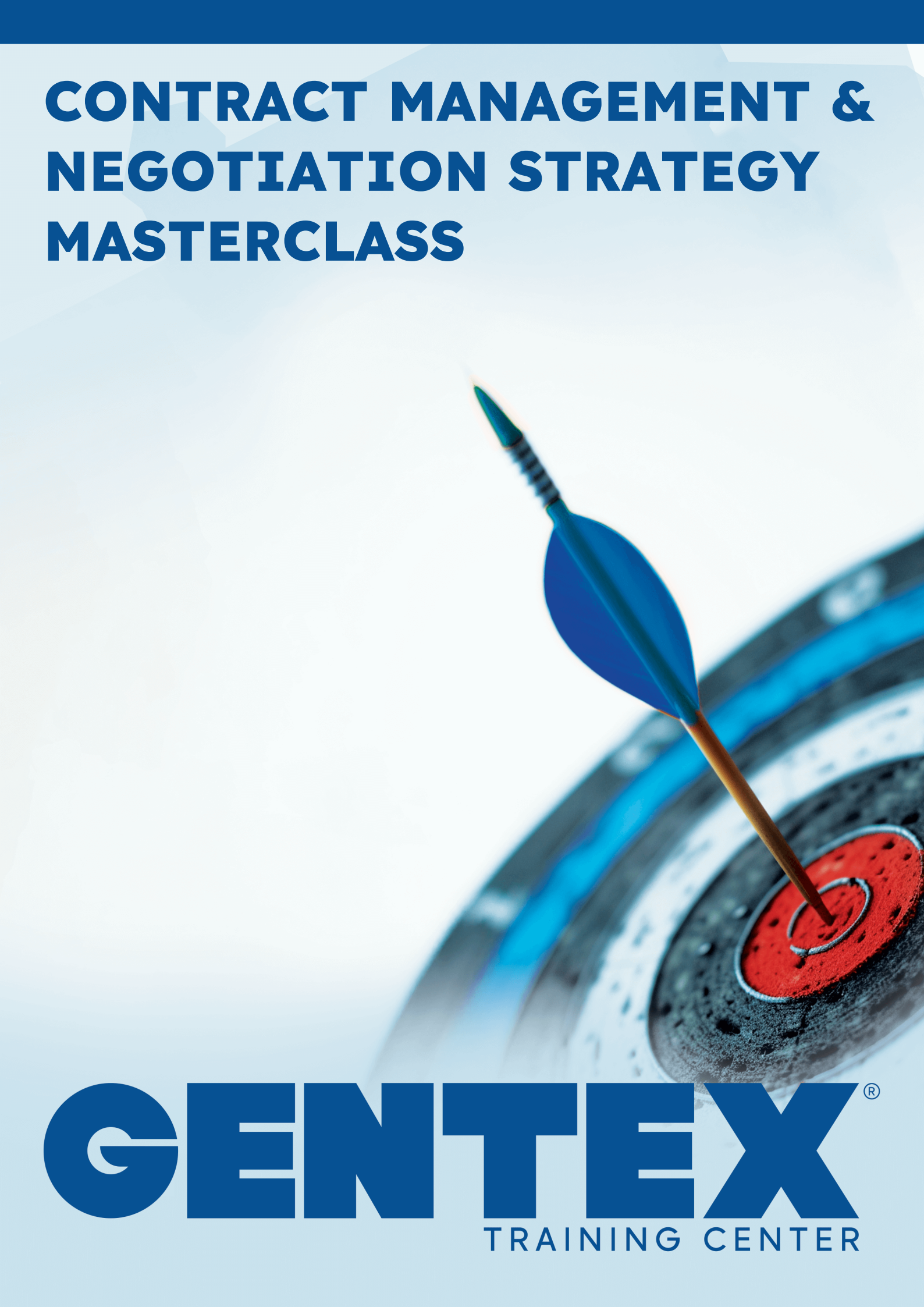
CONTRACT MANAGEMENT & NEGOTIATION STRATEGY MASTERCLASS



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Introduction

Contract Management & Negotiation Strategy Masterclass examines how commercial and legal professionals keep contracts performing while negotiating their way through every change, claim, and renewal. This Training Course covers contract administration, obligation tracking, negotiation planning, and dispute prevention. Participants study FIDIC and NEC4 conditions, BATNA and ZOPA analysis, the Harvard principled negotiation model, obligation registers, and performance scorecards. Furthermore, the programme connects administration to negotiation through clause analysis labs, live negotiation simulations, and claim-handling exercises. As a result, delegates leave able to manage contracts strategically and negotiate from a position of documented strength.

Contract Management & Negotiation Strategy Masterclass Course Objectives

- Define contract management and its link to commercial outcomes.
- Interpret contract terms, precedence rules, and key obligations.
- Build obligation registers and responsibility matrices.
- Plan negotiation strategy using BATNA, ZOPA, and concession design.
- Negotiate variations, claims, and renewals effectively.
- Manage performance through KPIs and service level frameworks.
- Control notices, time bars, and entitlement protection.
- Handle breach, remedies, and corrective action plans.
- Prevent disputes and resolve them through staged escalation.
- Close out contracts and capture lessons learned.

Course Methodology

- Interactive workshops using real contract and negotiation files.

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- Clause analysis labs linking terms to obligations and remedies.
- Negotiation planning and live simulation with coached debriefs.
- Obligation register and performance dashboard design.
- Claim handling and dispute escalation simulation.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Contract managers and administrators.
- Commercial and procurement managers.
- Project managers managing contract delivery.
- Legal counsel and contracts advisors.
- Quantity surveyors and cost engineers.
- Supplier relationship managers.
- Senior buyers moving into contract leadership.

Contract Management & Negotiation Strategy Masterclass Course Outlines

Day 1: Contract Management and Governance Foundations

- Defining contract management across the contract lifecycle.
- Contract architecture: recitals, definitions, and schedules.
- Precedence of documents and interpretation rules.
- Roles, delegation, and authority frameworks.

- Governance, controls, and audit readiness.
- Ethics, integrity, and conflicts of interest.
- Building the contract management plan and governance.

Day 2: Obligations, Performance, and Administration

- Obligation registers and responsibility matrices.
- Notice regimes and time bar management.
- Milestone tracking and delivery monitoring.
- Performance KPIs and service level frameworks.
- Payment certification and valuation cycles.
- Records, correspondence, and evidence management.
- Performance review meetings and reporting.

Day 3: Negotiation Strategy and Planning

- Negotiation planning using the negotiation canvas.
- BATNA, ZOPA, and reservation value setting.
- Principal negotiation frameworks: Harvard and Thomas-Kilmann.
- Concession design and trade-off matrices.
- Handling deadlock, pressure tactics, and difficult behaviour.
- Cross-cultural and ethical negotiation practice.
- Documentation, mandate control, and approvals.

Day 4: Variations, Claims, and Renegotiation

- FIDIC and NEC4 variation and compensation event mechanisms.
- Valuation of change: measured, cost-based, and formula methods.

- Extension of time and delay entitlement.
- Claim documentation, evidence, and quantum build-up.
- Renegotiating pricing, service levels, and scope.
- Renewal and extension negotiation strategies.
- Settlement negotiation and release agreements.

Day 5: Risk, Dispute Prevention, and Closeout

- Contract risk registers and mitigation planning.
- Breach, remedies, and corrective action plans.
- Dispute prevention and early warning mechanisms.
- Escalation, mediation, and adjudication options.
- Final accounts, defects liability, and retention release.
- Closeout documentation and lessons learned.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Contract Management & Negotiation Strategy Masterclass, participants will have acquired a practical command of contract interpretation, obligation tracking, performance control, and negotiation strategy. They will know how to protect entitlements through proper notices, negotiate variations and claims with evidence, and keep suppliers performing against measurable standards. In addition, the course prepares delegates to prevent disputes and close contracts cleanly with complete records. As a result, they return to work ready to manage contracts and negotiate outcomes as one connected discipline. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

LEARN BOLD. **LEAD BEYOND**
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FAQs for the Contract Management & Negotiation Strategy Masterclass course

Q1 What is the "Contract Management & Negotiation Strategy Masterclass" course about?

It is a five-day programme that connects contract administration with negotiation strategy. It covers contract interpretation, obligation tracking, performance management, negotiation planning, variation and claim negotiation, risk allocation, dispute prevention, and contract closeout.

Q2 What are the key benefits of the "Contract Management & Negotiation Strategy Masterclass" course?

Participants gain the ability to track obligations systematically, protect entitlements within notice periods, and negotiate variations and claims with documented evidence. They also learn to keep suppliers performing against service levels, prevent disputes from escalating, and close contracts without leaving cost or liability behind.

Q3 What skills will I gain from the "Contract Management & Negotiation Strategy Masterclass" course?

Contract interpretation with obligation and notice management, performance control with KPI and service level frameworks, negotiation strategy with BATNA and concession planning, and variation, claim, and dispute management with contract closeout.

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Q4 What tools, methods, or standards are covered in the "Contract Management & Negotiation Strategy Masterclass" course?

The course covers contract architecture with recitals, definitions and schedules, rules of document precedence and interpretation, FIDIC and NEC4 conditions and compensation event mechanisms, obligation registers and responsibility matrices, notice regimes and time bar management, milestone tracking and delivery monitoring, KPI and service level frameworks, payment certification and valuation cycles, the negotiation canvas, BATNA, ZOPA and reservation value analysis, the Harvard principled negotiation framework, the Thomas-Kilmann conflict mode instrument, concession design and trade-off matrices, deadlock-breaking techniques, measured, cost-based and formula valuation methods, extension of time and delay entitlement analysis, claim documentation and quantum build-up, renegotiation of pricing and service levels, renewal and extension negotiation, settlement and release agreements, contract risk registers, breach and remedy procedures, corrective action planning, dispute prevention and early warning mechanisms, mediation and adjudication options, final account and defects liability procedures, and closeout documentation practice.

Q5 How is the "Contract Management & Negotiation Strategy Masterclass" course applied in real-world practice?

Delegates apply it through contract management plans, obligation registers, notice logs, performance dashboards, KPI scorecards, payment certificates, variation orders, negotiation plans, term sheets, claim files, settlement agreements, risk registers, corrective action plans, final accounts, and closeout reports. They also use it to brief project teams on contractual duties and to prepare records that withstand audit and claims review.

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