



Contracting and Negotiation Preparation Training Course

27 June – 1 July 2027
Accra

Contracting and Negotiation Preparation Training Course

Ref: 618_147468 **Date:** 27 June – 1 July 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Contracting and Negotiation Preparation Training Course is a five-day foundation course for procurement, contract, commercial, project, sales, and operational functions who leave with a Contracting and Negotiation Preparation File. Participants connect business requirements and sourcing context to a contract formation checklist, contract risk allocation matrix, negotiation preparation file, agreement record template, and contract administration handover. The course resolves gaps between commercial intent, negotiation authority, recorded agreement, and operational follow-through. Agile Leaders Training Center frames contracting and negotiation as one connected business process.

Who Should Attend

- Procurement functions responsible for sourcing requirements, supplier discussions, and award recommendations
- Contract functions responsible for formation records, essential terms, and administration handover
- Commercial functions responsible for value positions, risk choices, and agreement records
- Project functions responsible for delivery requirements, interfaces, and contract inputs
- Sales and operational functions responsible for customer terms, authority, and execution readiness

The course assumes participants can describe business requirements and review ordinary commercial terms and leaves out advanced legal drafting, complex claims advocacy, and advanced negotiation simulations.

Departments and Industries

The course supports departments and industries that prepare, negotiate, record, and administer commercial agreements.

- Procurement, contracts, commercial, and legal operations
- Projects, operations, sales, and supply chain
- Construction, engineering, energy, and manufacturing
- Technology, telecommunications, logistics, and professional services
- Financial services, healthcare, retail, and hospitality

Learning Objectives

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



- Analyze business requirements and sourcing context before contracting
- Apply formation and essential-term checks to proposed agreements
- Evaluate risk allocation and negotiation priorities
- Build objectives, authority, options, and concession boundaries
- Use a meeting structure and agreement record
- Build a controlled handover to contract administration

Course Agenda

Day 1: Framing the Contracting Context

- Business Requirements Definition Canvas
- Sourcing Context Decision Map
- Stakeholder Interest and Authority Register
- Contracting Route Selection Matrix
- Pre-Contract Information Checklist

Day 2: Establishing Contract Foundations

- Contract Formation Element Checklist
- Essential Commercial Terms Map
- Scope and Deliverable Alignment Grid
- Responsibility and Interface Matrix
- Agreement Evidence Record

Day 3: Allocating Contract Risk

- Contract Risk Identification Register
- Risk Allocation Decision Matrix
- Performance and Acceptance Criteria Sheet
- Change and Exception Pathway
- Administration Handover Control List

Day 4: Preparing and Conducting Negotiations

- Interests and Positions Analysis
- Negotiation Objectives and Authority Mandate
- Options and Alternatives Map
- Concession Planning Log
- Negotiation Meeting Structure



Day 5: Contracting and Negotiation Practice

- Exercise: Diagnose Requirements and Sourcing Context
- Exercise: Test Formation and Essential Terms
- Exercise: Evaluate Risk Allocation Choices
- Exercise: Record Negotiated Agreements and Open Items
- Capstone Exercise: Contracting and Negotiation Preparation File

Practical Exercises

The course uses suggested activities to apply contracting and negotiation tools in different sectors.

- Suggested activity: define requirements and stakeholders for an engineering service procurement.
- Suggested activity: test formation evidence, scope, and essential terms for a technology agreement.
- Suggested activity: allocate delivery risks and prepare concession boundaries for a logistics contract.
- Suggested activity: record agreements, open items, authority checks, and administration handover actions.

FAQs

Who suits contracting and negotiation preparation training, and what does it assume?

It suits functions beginning responsibility for requirements, contracting, commercial discussions, or handover and assumes participants can describe business needs and review ordinary contract terms.

How does contracting and negotiation preparation differ from advanced contract drafting?

Contracting and negotiation preparation organizes requirements, formation checks, commercial terms, risks, authority, options, concessions, and agreement records, while advanced drafting focuses on producing and revising complex legal language.

What belongs in a negotiation preparation file?

A negotiation preparation file brings together objectives, interests, positions, authority, alternatives, options, risk priorities, concession boundaries, meeting roles, evidence needs, and a method for recording agreements and unresolved items.

Why is negotiation authority defined before contract discussions?

Defined authority clarifies which decisions participants may make, which concessions require approval, when escalation is needed, and how recorded agreements remain aligned with business requirements and governance.



How should negotiated agreements move into contract administration?

Negotiated agreements should move through a controlled record that identifies final terms, open items, responsibilities, evidence, approvals, performance measures, change routes, and ownership for administration.

Conclusion

Participants leave with a Contracting and Negotiation Preparation File for organizing requirements, contract foundations, risk choices, negotiation boundaries, and agreement records. The file gives teams a shared basis for discussions and approvals. It also supports a traceable handover from negotiated intent to contract administration.