Scandinavian Academy
Training Center

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Course: Negotiating Contracts Effectively

Code	City	hotel	Start	End	price	Language - Hours
319	Abha	Hotel Meeting Room	2026-05-03	2026-05-07	9950 SR	En - 25

Program Objectives

By the end of the program, participants will be able to:

- Recognize the importance of developing a solid Scope of Work and the implications of failing to do so.
- Decide when to negotiate, as opposed to tendering.
- Plan and conduct several contract-related negotiations.
- Use communication and planning skills that will allow reaching a win-win outcome.
- Successfully negotiate Contractual Claims and Change Orders.

This Program is designed for

Those involved in contract and/or business related negotiations. The program will also benefit those involved in negotiating the procurement of manpower and the purchasing of material supplies.This program is worth 25 NASBA CPEs.

Program Outline

Developing the Scope of Work

- Must and Want Criteria
- Assigning Weights
- Avoiding Pitfalls through Internal and External Research
- Evaluating Your Market

When to Negotiate and When to Tender

- Know Your Company Policy and Practices
- Evaluate the Situation
- Justify Negotiation and/or Single Sourcing

The Secrets to Effective Negotiation

- Planning
- Communication
- Making and Accepting Concessions (Conditional)

Principled Negotiation (The Harvard Model)

- Separate People from Problem
- Focus on Interests, not Positions
- Invent Options
- Use Objective Criteria

Planning: The Key to Win-Win Negotiation

- The Planning Form
- Different Pricing Strategies
- Bases of Power
- Negotiating Terms and Conditions
- Negotiating Prices

Negotiating Claims and Change Orders

- Contingency Funds in the Contract Price
- Evaluating Validity of a Claim
- Determining Necessity of a Change Order
- Authorizing Extra Funds

- Time Extension
- Change Rates
- Standby Rates

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings:

- 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.