

# CONTRACT MANAGEMENT AND NEGOTIATION SKILLS AND STRATEGIES

## Introduction

Effective contracts management is vital for organizations those interact with external entities such as suppliers, contractors, customers, statutory and regulatory bodies for their business processes. With the globalization of businesses, the scope of contracts has broadened from covering the aspects of purchasing to managing supplier relationships, negotiations, legal clauses and risks from external environment. Contract management requires knowledge of technical as well as legal aspects of different types of contracting mechanisms.

For public enterprises, contracts management is a strategic role which entails sophisticated negotiations skills. Negotiation in contracts management is a much nuanced mechanism that finally leads to the best alternative to a negotiated agreement. This eventually determines the profit potential, risk exposure, roles and responsibilities of the contracting parties.

## Objectives of the Program

1. Appraise the key aspects of contracts.
2. Understand different types of contracting mechanisms.
3. Apprise risk exposure of contracts.
4. Formulate key contract clauses.
5. Discuss negotiation approaches adopted in contracts context.
6. Identify legal clauses of procurement contracts.

## Pedagogy of the Program

The program includes several learning methodologies, including interactive lectures, case studies, analysis of real contract documents, and role plays. Participants will be motivated to describe their experiences and class room discussions will be initiated to link the negotiation practices with theory. Case and examples from the public sector projects will be included for the class room exercises and as examples

## Indicative Content of the Program

1. Contracts and contract management definition
2. Types of contracts as per scope
3. Types of contracts as per pricing regime
4. Types of contracts as per type of items procured
5. Client-contractor relationship
6. Risks in contracts
7. Methodology for evaluating bids
8. Important clauses in contracts
9. Legal aspects of contract management
10. E-procurement, e-auctions and reverse auctions
11. Contracts in public enterprises
12. Competitive versus collaborative contract negotiations
13. Managing Dynamics of Power and Politicking during Contract Negotiations
14. Negotiating the Manipulative Tactics of Opponents

**Program Director: Prof. Vijaya Dixit & Prof. Manish Kumar**

**Fees (Per Candidate):Rs 27300+GST (Non Residential-In Campus),Rs 21000+GST(Online)**

**Proposed Dates:February 01 to 03,2021**