



First Select

Project, Contract Management and Effective Negotiation

Date	Venues	(\$Fees	Book your seat
21 Dec -25 Dec 2025	Kuala Lumpur	3300	Register Now

Objectives:

This course is for individuals on project teams who may not necessarily manage the cost control (earned value) or team building aspects of a project. Upon successful completion of this course, participants will be able to apply basic project management skills, concepts, and techniques to manage small projects within their organizations.

Course Outline:

Negotiation Fundamentals:

- Defining key negotiation terms
- Developing a strong best alternative to negotiated agreement (BATNA)
- Competitive and collaborative approaches to negotiation
- Competitive styles
- Hard
- Soft
- Analytic
- Dynamic and static issues

Negotiation in the Project Management Context:

- Negotiation during the project life cycle
- Power and politics
- Negotiating collaboratively
- Analyzing and negotiating with stakeholders
- Project constraints during negotiation
- Negotiation and the project constraints

Influencing Styles:

- Diagnosing your own preference for negotiation using the Myers-Briggs Type Indicator (MBTI®)
- Observational techniques to read the influencing style of the other party

Collaborative Negotiation: The Basic Elements:

- Applying behaviors to build trust
- Positions vs. interests
- Clarifying interests in a negotiation
- Converting positions into interests
- Developing mutually satisfying options to achieve desired interests

- Establishing criteria acceptable to both parties to evaluate and select the best option
- Breakthrough strategies for overcoming obstacles to agreement
- Preparing to negotiate collaboratively

Negotiation Challenges and Complexities:

- Complexity vs. difficulty in negotiations
- Power in negotiations
- Negotiating across cultures
- Recognizing differences
- Negotiation tips
- Team negotiations
- Clarify interests among team members
- Negotiating up
- Electronic negotiations
- Strategies for negotiating in challenging situations

WORKSHOP STYLE:

A mixture of short presentations, interactive discussion, individual exercises and group work. The emphasis throughout is on a practical approach using case material and examples.



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