



Negotiation and Contracting in Procurement and Supply

DURATION

5 days

CONTACT HOURS

30

LEVEL

Intermediate

FEE PER DELEGATE

R15,000

Negotiating a supply agreement where the relationship continues afterwards, and writing down what was actually agreed.

Procurement negotiation is rarely a single transaction and is often trained as though it were. The supplier will still be there next year, the concession won today is recovered through a variation or a quiet service reduction, and the agreement is managed by somebody who was not in the room. This week covers preparation, which is where most of the outcome is decided, the conduct of the negotiation itself, and the part usually skipped: turning what was agreed into terms that still mean the same thing to both parties in eighteen months.

Available as classroom, live online, in house.

Who it is for

Procurement and category managers, buyers negotiating supply agreements, contract managers who inherit the result, and technical staff who join negotiations.

What you will be able to do

- Establish your own position, including the point at which you walk away.
- Read the supplier's position and their constraints before conceding anything.
- Trade variables other than price, and know what each one is worth.
- Recognise a tactic aimed at you, and respond without escalating.
- Record the agreement so it means the same thing to both parties later.

The outline

DAY 1

Preparation decides it

Your position, your alternative, and your walk away point · Researching the supplier's cost base and their constraints · Objectives ranked, and the ones that are not negotiable · Who is in the room, and who is actually deciding

DAY 2

The variables

Price as one variable among many · Volume, term, payment, risk, service level and liability · Valuing a concession before offering it · Packages rather than a sequence of single issues

DAY 3

In the room

Opening, anchoring, and the first number · Questions that reveal a constraint · Recognising a tactic and responding without escalating · Deadlock, and the ways out of it

DAY 4

Closing

Testing an agreement before shaking hands on it · The late demand, and how to handle it · Confirming in writing the same day · Walking away, and leaving the relationship intact

DAY 5

Into the contract

Translating an agreed position into terms · Service levels and remedies that will actually be used · Change, indexation and exit · Handing over to whoever manages the agreement

What you leave with

- A negotiation plan for one live agreement, with the walk away point established.
- A variable map showing what can be traded and what each is worth.
- A term sheet translating the agreed position into contract language.

Published dates

DATES	WHERE	FEE
23 to 27 November 2026	Durban, South Africa	R15,000
30 November 2026 to 4 December 2026	Maseru, Lesotho	R15,000
7 to 11 December 2026	Nicosia, Cyprus	US\$1,500
14 to 18 December 2026	Nairobi, Kenya	US\$1,500

Fees are per delegate and cover all expenses arranged by the delegate. Reg

Register or ask a question

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