



# Contract Negotiation Fundamentals

This course applies to contract management personnel who are involved with contract negotiations in one form or another. It introduces the negotiation process, discusses the application and limits of negotiation techniques to various contract management scenarios and provides a number of negotiation models that course participants can utilise or adapt for their own circumstances.

## 2010 COURSE DATES

**Perth**      **19 March**  
**Brisbane**   **17 June**

<b>Standard Rate</b>	\$730.00pp + GST (\$803.00)
<b>Early Bird*</b>	\$680.00pp + GST (\$748.00)
<b>Members*</b> of EEA, CCF, APESMA, IPWEA	\$640.00pp + GST (\$704.00)
<b>Groups</b> of 3 or more <sup>o</sup>	\$610.00pp + GST (\$671.00)

\* Registration and payment required 6 weeks prior to course

<sup>o</sup> Registration and payment required 4 weeks prior to course

## CONTINUING PROFESSIONAL DEVELOPMENT

**This course satisfies Engineers Australia CPD guidelines.**

This course provides 8 hours of structured Continuing Professional Development.

A Statement of Attendance will be issued upon successful completion of the course.

## TESTIMONIALS ABOUT CCI COURSES

*"Informative – provides structure to negotiations."*

*"Presenter had excellent knowledge and good rapport with participants – excellent dissemination of information."*

*"Definitely will encourage colleagues handling contracts to attend this course."*

*"Very informative and would recommend this or other courses provided by the company. Very well presented, very knowledgeable presenters."*

*"Good value for anyone remotely involved with contracts."*

## COURSE TOPICS

- What is negotiation?
- Applications to contract management
- When to negotiate (and when not)
- Different approaches to negotiation
- Negotiation styles
- How to negotiate
- Ten negotiation models

## COURSE OUTCOMES

On completion of the course, participants should:

- Understand what the negotiation process is about
- Understand the context in which the negotiation process can be applied in various contract management scenarios
- Know when to negotiate and the limits to the negotiation process
- Understand the basic principles and theory behind the commercial negotiation process
- Be aware of and be able to identify the more common negotiation styles
- Be aware of a number of different ways to approach a negotiation and adapt their own approach

## DETAILED COURSE OUTLINE

- Available from link at Course Calendar



# Contract Negotiation Fundamentals

## 2010 Registration Form

Please photocopy this form as required, complete and fax to CCI on (07) 3236 2046 or e-mail to training@ccintl.com.au or post to PO Box 10500, Adelaide Street, Brisbane, Queensland 4000, Australia  
ABN: 41 131 764 200

office use only

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### PUBLIC COURSE DETAILS

Course Title: **Contract Negotiation Fundamentals** Course Dates: \_\_\_\_\_ Course Location: \_\_\_\_\_

### CONTACT DETAILS

Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Company Postal Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Contact Email: \_\_\_\_\_

### PARTICIPANT(S) DETAILS

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Position: \_\_\_\_\_ \*EA/CCF/APESMA/IPWEA/UDIA Membership No.: \_\_\_\_\_

Email: \_\_\_\_\_

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Position: \_\_\_\_\_ \*EA/CCF/APESMA/IPWEA/UDIA Membership No.: \_\_\_\_\_

Email: \_\_\_\_\_

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Position: \_\_\_\_\_ \*EA/CCF/APESMA/IPWEA/UDIA Membership No.: \_\_\_\_\_

Email: \_\_\_\_\_

\*Members discounts are offered to financial members of the following associations; Engineers Australia (EA), Civil Contractors Federation (CCF), The Association of Professional Engineers, Scientists & Managers, Australia (APESMA), The Institute of Public Works Engineering Australia (IPWEA), Urban Development Institute of Australia (UDIA)

**Your investment includes:** expert presentation, comprehensive workbook, meals and refreshments and attendance certificate  
Submission of a completed registration form denotes acceptance of the Terms and Conditions below.

#### TERMS AND CONDITIONS

Payment can be made with registration or a tax invoice will be issued. • Payment terms, where payment is not made with registration, are 7 days from invoice date or prior to course commencement, whichever occurs earlier. • Registrations are not confirmed until payment is received in full. • Discounts cannot be combined.

- **Early Bird discounts** apply when registration and payment is received at least six (6) weeks prior to course commencement

- **Member's discounts** apply when registration and payment is received at least six (6) weeks prior to course commencement

- **Group discounts** apply when three (3) registrations are received simultaneously and payment is received at least four (4) weeks prior to course commencement

#### TRANSFERS AND CANCELLATIONS

Participant transfers and cancellations will only be accepted in writing.

##### More than 2 weeks before a course

Transfers from person to person or across advertised courses will incur a \$100 (plus GST) administration charge per transfer. For cancellations course fees will be refunded less an administration charge of \$150 (plus GST).

##### 1 to 2 weeks before a course

Transfers from person to person or across advertised courses will incur a \$150 (plus GST) administration charge per transfer. For cancellations course fees will be refunded less an administration charge of \$200 (plus GST).

##### Less than 1 week before a course

Transfers from person to person or across advertised courses will incur a \$200 (plus GST) administration charge per transfer. For cancellations in this case course fees will not be refunded.

#### CONTRACT CONTROL INTERNATIONAL

(CCI) reserves with right at any time and without prior notice to change the venue/presenters or program from that described in this brochure or online.

CCI also reserves the right, at its absolute discretion and without further liability, to cancel or postpone any program. In such case registrants (or their delegates) may attend the next available course free of any transfer or other administrative fee.

#### How did you hear about us?

Magazine or Newsletter Advertisement \_\_\_\_\_  Conference Flyer \_\_\_\_\_  Internet Search or CCI Website  
 CCI Email  Colleague  Electronic Newsletter \_\_\_\_\_  Other \_\_\_\_\_

**PAYMENT DETAILS** - To secure your place, payment must accompany this form. Payment may be made by the methods outlined below.

**Purchase orders will only confirm a place in the course with prior approval from CCI.**

Please fax registration form to (07) 3236 2046 or email to training@ccintl.com.au

I am paying by **Electronic Funds Transfer** Amount (inc GST) \$ \_\_\_\_\_ Tax invoice will be provided upon receiving registration form.

Please debit my **credit card**:

Visa  Mastercard

Card no: \_\_\_\_\_ Verification Number: \_\_\_\_\_ Total amount: \$AU \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Cardholder's name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

Receipt of payment will be provided once payment made.

Postal Address:  
PO Box 10500, Adelaide St  
Brisbane Qld 4000

**CONTRACT CONTROL INTERNATIONAL PTY LTD**

*Contract Management Consultants and Trainers*

**www.ccintl.com.au**  
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