



NATIONAL INSTITUTE FOR PRODUCTIVITY

NEGOTIATION AND CONTRACT MANAGEMENT COURSE



Course objective

The overall objective of this course is to impart participants with the knowledge, concepts, skills and tools necessary to manage and administer contracts pre and post award that are necessary for successful business negotiations.

Target Participants

All those involved in any aspect of implementing, managing or administering contracts.

Key Topics

The Art of Negotiation; Principles of Contracts; Contracts Preparation; Tools and Techniques for Contract Administration; Contractor Evaluation and Management of Contract Claims and Disputes.

Learning Outcome

At the end of this course participants are expected to:

- Understand the strategies and skills that can lead to successful negotiation in business transaction
- Identify major steps involved in contract preparation
- Identify administration tools used during contract implementation
- Create a system to evaluate contractors and determine their strengths and weaknesses

Venue

Tushikamane Centre - Morogoro

Duration

1 week

Fee and Mode of Payment

The fee: Tshs. **875,000/=** must be PAID IN ADVANCE to National Institute for Productivity through CRDB Bank, Account Number 01J1042999200, Tower Branch; otherwise the nominee will not be allowed to join the course.

Note:

Please take note that hotel accommodation, meals, travel and out of pocket expenses will be borne by the sponsoring organization. The fee covers only tuition, courseware and light refreshments during morning breaks and administrative expenses. Contact NIP office before reporting to the training venue.



Our Contacts

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