

Capacity Building Programme on **Effective Negotiation Skills for Contractual Correspondence**

06th May-08th May 2026

La Estoria, Goa - IHCL SeleQtions



Background

Effective negotiation is at the heart of successful contract management. In today's complex commercial and public procurement environment, professionals must move beyond price discussions and develop the ability to negotiate terms, manage contractual risks, resolve disputes, and draft clear, enforceable agreements.

The All India Management Association (AIMA) offers intensive three-day capacity building programme designed to equip participants with practical negotiation tools, strategic frameworks, and hands-on simulations focused specifically on contractual correspondence and dispute prevention. The programme combines theory, real-world case studies, role plays, and drafting exercises to build confidence in handling high-stakes negotiations and complex contract scenarios.

Who should attend

- Procurement and contract management professionals
- Legal and commercial managers involved in drafting and negotiating contracts
- Project managers handling vendor and contractor relationships
- Public procurement officials and PSU executives
- Private sector professionals dealing with contractual correspondence
- Anyone responsible for managing disputes, claims, and variations

Contents to be covered

- Fundamentals of Contractual Negotiation
- Strategic Negotiation Planning & Preparation
- Negotiation Tactics, Techniques & Communication Skills
- Managing Contractual Risks & Dispute Situations
- Contract Drafting, Resolution Mechanisms & Deal Closure



Modes and Methodology

The programme is delivered through interactive classroom sessions led by expert faculty and is designed to provide hands on, practical learning. Participants engage with real-life case studies, structured role play simulations, and contract drafting exercises, along with mediation and dispute resolution practice. The sessions also include group discussions and feedback opportunities, ensuring an immersive learning environment. Through this methodology, participants gain practical exposure to negotiation planning, effective communication strategies, dispute prevention techniques, and professional contractual correspondence.

Certification

Participants successfully completing the Programme will be awarded with Certificate of Participation from premier institute like AIMA with technical support of The World Bank, NDB and AIIB.

Participation Fee

Indian Participant: INR 75000/ per participant (plus GST as applicable)

International Participant: USD 1800 per participant.

- The fees for Indian participants include boarding, lodging, meals, and study material.
- The fees for international participants include boarding, lodging, meals, study material along with Airport transfers.
- Additional charges apply if accompanied by a spouse/family member
- Accommodation for 3 nights and 4 days (Check in- 06th May 2026 Check out-09th May 2026).
- Airport transfers need to be arranged by the Indian participant.
- The programme will commence on **06th May 2026** at 1500 Hrs. and will conclude on **08th May 2026** at 1430 Hrs.
- In case a nominated participant is unable to attend the programme, the fee will not be refunded. However, substitution of participant is allowed.

Contact Us
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