



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
NEGOTIATION SKILLS, FEES AND CONTRACTS
(19th – 23rd August 2019 - IAA Arusha Campus, Arusha)

1.0 COURSE BACKGROUND

Contract Negotiations develops the skills participants need to become effective negotiators. Whether allocating resources for a project, funding a new initiative, or establishing a supply chain for a new product a negotiation is inevitably at the center of the process. Due to the vital of this program our institute thought to impart this knowledge to those who are interested.

2.0 COURSE RATIONALE

The course highlights the practices that world class business managers must be aware of when negotiating contracts, and how to avoid the pitfalls of simple contract terms and conditions. Through a series of case studies participants learn an easy to use process approach to building successful contract driven relationships. The participants learn and display all the key considerations and steps involved in planning, conducting, and documenting contract negotiations. Real-world case studies based on current construction, engineering, and advanced procurement examples expose the participants to perspectives of both buyers and sellers and how to maximize their position in real life situations.

3.0 COURSE CONTENT AND OUTCOME

After successful completion of this programme, the participants will be able to:

- Understanding the concepts of negotiation skills, fees and contracts
- Negotiation stages
- Negotiation philosophy
- BATNA Analysis
- The relationships between perception and negotiation
- Types of conflict situations
- The causes of conflict
- Dealing with behavioral conflict, structural-based conflict and interpersonal trust building
- Aggressive versus supportive behaviors
- Maximize the effectiveness of participants who must negotiate in strategic, tactical, telephone and face-to-face contract issue based negotiation situations
- Increase profits through well-planned and executed collaborative negotiation

- Minimize conflict and deadlocks by providing participants with the skills necessary to handle win - win negotiations
- Coordinate the process of negotiation and documentation within the organization
- How to choose the best dispute resolution process i.e mediation, litigation, arbitration etc
- Employer-employee contract of service
- Contractor services these are Mortgages, Pensions, Income Protection, Life Insurance, Private Health Insurance, Accounting Services, Umbrella Services, Company closure / liquidation (MVL), Business banking

4.0 METHODOLOGY

The course will be conducted through lectures, discussions and case studies analysis. Participants will be offered an opportunity to refocus, refresh and rededicate.

5.0 FEES & MODE OF PAYMENT

The fee for the course is **TZS 900,000/=** (say **Nine Hundred Thousand only**) per participant to cover for tuition fee, training materials, tea/coffee and lunch. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch. Early registration is highly encouraged and appreciated.**

6.0 DATE, DURATION AND VENUE

This course will be conducted from **19th – 23rd August, 2019 (5 days)** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

7.0 CONTACT PERSONS

For more details please don't hesitate to contact any of the following:

Course Director

Mr. Gipson Kinisa E-mail: Golekinisa@iaa.ac.tz and raphaelgipson@yahoo.com
Cell: +255 787 880 238/+255756 880 238

Head of Department – Consultancy & Executive Development

Pamela Chogo E-mails: pchogo@iaa.ac.tz and pamsekela@gmail.com
Cell phone: +255 655 611 512 and +255 759 334 659

Course Administrator/Secretary

Ms. Caroline Lucumay E-Mail: clucumay@iaa.ac.tz and lucumayc@gmail.com
Cell phone: +255 782 993 077 and +255 652 379 888

APPLY TO:

The Rector
Institute of Accountancy Arusha
P.O. BOX 2798
Arusha
E-Mail: iaa@iaa.ac.tz
Tel: + 255- 27 – 2549605/2549606/2549264/2549265
Fax: + 255 – 27 2549421