

# Contract Negotiation and Management

Techniques for Risk, Pricing, and Dispute Resolution

24-25 February 2025  
The Ritz-Carlton, KL



\*Participation certificate will be provided upon completion of the 2-day masterclass

\*Light breakfast, buffet lunch and 2 tea breaks provided

## TOP 5 SPEAKERS IN MZ GROUP

### SINGAPORE TRAINER

**Bob Mitteldorf**  
Director, Project Manager  
Mitteldorf Consultancy Pte Ltd



Local +60109154521 (Sebastian) / +60182000262 (Steven)  
International +601111891485 (Sanshana)

# UPCOMING EVENT



**FULLY HRD CORP CLAIMABLE**  MZ  
GROUP

**6 INTERNATIONAL CONFERENCES**  
**57 MASTERCLASS**

SCAN QR FOR  
full event calendar and  
brochures





# Course Overview

This two-day intensive course provides participants with a practical understanding of contract negotiation and management. It focuses on identifying and mitigating risks, developing effective pricing strategies, and resolving disputes in contractual agreements. Participants will gain insights into contract law principles, negotiation tactics, and risk allocation methods that ensure the smooth execution of contracts while safeguarding stakeholder interests.

## Learning Outcomes

### 1. Risk Mastery

- Learn to identify, evaluate, and mitigate contractual risks effectively.

### 2. Negotiation Excellence

- Develop strategies to negotiate terms, pricing, and disputes successfully.

### 3. Clause Clarity

- Understand critical contract clauses and their influence on performance and risk.

### 4. Lifecycle Leadership

- Manage the entire contract lifecycle, from drafting to close-out, with confidence.

### 5. Strategic Decision-Making

- Enhance your ability to make informed decisions by understanding contractual impacts.

# AGENDA – DAY 1

24 February 2025

Build a strong foundation in contract management by mastering risk assessment, negotiation strategies, and practical problem-solving.

TIME	AGENDA
8:15 AM	INTRODUCTION AND NETWORKING AMONG DELEGATES
8:30 AM	<b>Introduction to Contract Management</b> <ul style="list-style-type: none"><li>Discover the importance of contracts, key principles of formation, and basics of contract law.</li></ul>
10:30 AM	MORNING BREAK AND NETWORKING WITH SPEAKER
10:45 AM	<b>Risk Identification and Allocation</b> <ul style="list-style-type: none"><li>Learn to identify, assess, and allocate risks to ensure effective contract execution.</li></ul>
1:00 PM	BUFFET LUNCHEON
2:00 PM	<b>Principles of Negotiation</b> <ul style="list-style-type: none"><li>Master essential negotiation techniques for achieving balanced and successful agreements.</li></ul>
3:30 PM	TEA BREAK AND NETWORKING WITH SPEAKER
3:45 PM	<b>Case Study: Negotiating Contract Variations</b> <ul style="list-style-type: none"><li>Apply your knowledge to resolve contract claims and variations in real-world scenarios.</li></ul>
5:00 PM	Q&A session with the speaker
5:30 PM	END OF DAY 1

\*agenda is subjected to changes without prior notice

# AGENDA – DAY 2

25 February 2025

**Advance your expertise with pricing strategies, key clauses analysis, dispute resolution, and hands-on contract drafting.**

TIME	AGENDA
8:15 AM	RECAP OF DAY 1 & NETWORKING AMONG DELEGATES
8:30 AM	<b>Pricing Strategies and Risk Implications</b> <ul style="list-style-type: none"><li>Explore pricing models and their interplay with risk management to optimize contract outcomes.</li></ul>
10:30 AM	MORNING BREAK AND NETWORKING WITH SPEAKER
10:45 AM	<b>Key Contractual Clauses and Their Impacts</b> <ul style="list-style-type: none"><li>Analyze the role and implications of critical contract clauses for risk and performance.</li></ul>
1:00 PM	BUFFET LUNCHEON
2:00 PM	<b>Dispute Resolution Methods</b> <ul style="list-style-type: none"><li>Understand how to navigate disputes through mediation, arbitration, and litigation techniques.</li></ul>
3:30 PM	TEA BREAK AND NETWORKING WITH SPEAKER
3:45 PM	<b>Hands On: Drafting and Managing Contracts</b> <ul style="list-style-type: none"><li>Engage in drafting, role-playing, and feedback sessions to refine contract management skills.</li></ul>
5:00 PM	Q&A session with the speaker
5:30 PM	END OF DAY 2

\*agenda is subjected to changes without prior notice

# Course Leader

**Bob Mitteldorf***Project Manager**Mitteldorf Consultancy Pte Ltd**SINGAPORE*

## Helping Organizations Create & Protect Value

A Project Management consultant, speaker and trainer, Bob has 30 years of experience in the management of large development projects. Organizations that have benefited from his views on how to deal with the complexities of project management include: ABB, ARAMCO, Barclays, BP, Exxon-Mobil, HP, Microsoft, Motorola, SAP, Intel, Otis, Singtel, and many, many others. Bob has worked and lectured in over two dozen countries around the world, and calls Singapore "home". Initially trained in architecture, Bob holds a BSc from the University of the State of New York, an MBA from NUS, and a Master's Certificate in Project Management from George Washington University.

# Testimonials

"One useful aspect of the course was the interactive game that illustrated how important it is to identify scope, to identify the tools that you have, and to assess your capabilities. The simulation activity, although simple, brings out (these) important aspects of project (management)."

"You give a lot of examples which is an awesome opportunity for us to learn because it gives us real-life scenarios."

"The workshop is very good, very interactive. I will come back."

"Bob is a very experienced project manager. He has helped many SME's and multinational companies through his framework of processes to plan and define, and successfully deliver their projects."

"Attending his training is very enjoyable, and you don't feel bored!"

"... a lively, engaging course with practical application of PM skills. I learned a lot from this course."

"... it was one of [the most] remarkable courses that I attend[ed]. I enjoyed the way of your teaching. It was smart and effective. I would like to take other courses with you. Insha'Allah we will meet [again]."

# PAST ATTENDEES





## ABOUT MINDZALLERA

Mindzallera is a young and vibrant company that aims to provide top quality, best training programs and conferences to corporate and businesses in Malaysia. We are HRDF-approved and recognize the human element in the development of any business. Our company will embark on this journey together as we provide the best training program, locally and overseas, with the best price in town to be delivered to the company's staff. Progression in each of these training programs will be our milestone of achievement and will move the business and staff's capability to higher heights.



We've had excellent feedback on our series of workshops to delegates to adapt to new circumstances and align with new goals. Every workshop delivers best practices, real-world examples and recommendations based on our leaders' deep understanding of the challenges you face every day. Each is completely customizable to meet your organization's unique needs and challenges.

## OUR MILESTONE

**8730+**

DELEGATES SINCE 2021

**360+**

CONDUCTED EVENTS

**900+**

COMPANIES PARTICIPATED

# REGISTRATION FORM

## CONTRACT NEGOTIATION AND MANAGEMENT

**24TH-25TH FEB 2025**

### WORKSHOP FEES

- RM3500 per pax** (without hotel accommodation)
- RM3998 per pax** (including ONE (1) night hotel accommodation - corporate rate for participants)

PRICES ARE INCLUSIVE OF 8% SST



**HRDC CLAIMABLE**  
(SBL - KHAS)  
MYCOID: 1407250T

### VENUE

**THE RITZ-CARLTON  
KUALA LUMPUR**

### METHOD OF PAYMENT

Payable by Cheque to: **Fresh Upskills Training Sdn Bhd**

Bank Transfer:

Payment by bank transfer should be made to:

**HONG LEONG BANK**

Ground Floor(Lot G3), Menara Raja Laut,  
No, 288, Jalan Raja Laut, 50400 Kuala Lumpur

Account Name : **Fresh Upskills Training Sdn Bhd**

Account No : **331 000 774 59**

Swift Code : **HLBBMYKL**

### 2 EASY WAYS TO REGISTER

By email : [registration@mindzallera.com](mailto:registration@mindzallera.com)

(Email your scanned Registration Form)

By Post : 33-05, Binjai 8, No. 2, Lorong Binjai,  
50450, Wilayah Persekutuan Kuala Lumpur  
M: 010 9154521 (Sebastian)  
018 2000262 (Steven)

### CANCELLATION

Substitutions are welcome at any time. Please notify us at least 3 working days prior to the event.

All cancellations will carry a 10% cancellation fee, once the Registration Form is received. All cancellations must be in writing by fax or email at least 2 weeks before the event date. Verbal cancellation is not applicable. Cancellations with less than 2 weeks prior to the event date carry a 100% liability. However, course materials will still be couriered to you.

FRESH UPSKILLS TRAINING SDN BHD reserves the right to cancel or alter the content and timing of the program or the identity of the speakers for reasons beyond its control.

### ORGANISATION DETAILS

Please write registered company name and address.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode \_\_\_\_\_

Tel : \_\_\_\_\_ : Fax : \_\_\_\_\_

### DELEGATE DETAILS

Please write full name as per IC / Passport.

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dept: \_\_\_\_\_

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

Mobile No.: \_\_\_\_\_

Please write full name as per IC / Passport.

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dept: \_\_\_\_\_

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

Mobile No.: \_\_\_\_\_

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Job Title: \_\_\_\_\_

Dept: \_\_\_\_\_

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

Mobile No.: \_\_\_\_\_

### AUTHORISATION

Signatory must be authorised to sign on behalf of the contracting organisation.

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dept: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile : \_\_\_\_\_

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

Signature: \_\_\_\_\_

### INVOICE

The Invoice should be directed to [ ] Mr [ ] Ms [ ] Dept:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Dept: \_\_\_\_\_

Telephone: \_\_\_\_\_ Extension \_\_\_\_\_

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

### FOR OFFICE USE

Project Manager: Sanshana

Event code: CONTNEGO

Date received :

Verified by :