



### **Workshop on Negotiation and Dispute Resolutions**

February 23 - 27, 2026, 1<sup>st</sup> Run: Lagos & Abuja

August 17 - 21, 2026, 2<sup>nd</sup> Run: Lagos & Port Harcourt

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** Lagos: N350, 000,

Abuja / Port Harcourt: N400, 000 per Participant

**Delivery Mode:** In-person / Live Virtual / Hybrid

**Online course fee:** N300, 000 per Participant

**Available for In-plant Training**

**700 US\$ for foreign  
Participants**

### **Program Overview:**

This course intends to enhance delegates ability to negotiate effectively - a critical competency in both work and life situations. It will equip them with a range of communication, interpersonal skills, and appreciation of the elements of planning and objective setting in negotiations. There will be an opportunity for delegates to carry out a self-assessment of their skills in key areas of negotiation including team negotiations.

This course covers the key stages of negotiation, considers how disputes arise, and provides delegates with the skills to follow a structured process. The delegates will be introduced to different negotiation styles, tactics and at the same time learn how to recognize and counter them.

### **For whom:**

This program is designed for professionals within all industries who are involved in contract management and resolving disputes including, but not limited to, project managers, contract managers, procurement managers, supply chain managers, contractors, architects, developers and engineers. This course would also highly benefit in-house council and legal advisors who require the fundamentals of dispute resolution

### **Learning objectives:**

At the end of the course, participants will be able to:

- plan and set objectives in a negotiation process;
- describe how to achieve 'win-win' outcomes within the bargaining process;
- identify the causes of disagreements & disputes;
- reduce the possibility of disputes leading to legal action;
- employ arbitration knowledge to negotiate terms; and
- use case law to achieve a favorable outcome for their organization.

### **Course outline:**

#### **Day 1: Fundamentals of Negotiation**

- Negotiation defined
- Disputes and the need for resolution

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

- Place of negotiation in the contractual resolution process
- Commercial impact of the breakdown of negotiations
- Best Alternative to a Negotiated Agreement (BATNA)
- The four-phase process of negotiation

#### **Day 2: The Negotiator's Toolbox**

- Preparation
- Information needs
- Drafting your proposal which will open the discussion
- The negotiation discussion phase
- Bargain and Close
- Negotiating position setting

#### **Day 3: Negotiating Styles, Tactics and Ploys**

- Cultural & international issues
- Red, Purple & Blue negotiators
- Non-verbal communication and the interpretation of body language
- Dealing with Difficult Negotiations
- Silence and ploys as tactics and how to respond effectively

#### **Day 4: Fundamentals of dispute resolution**

- Overview of the dispute resolution process
- Methods of dispute resolution including:
- Litigation, Arbitration, Collaborative law
- Mediation, Conciliation, Negotiation
- Facilitation
- The Alternative Dispute Resolution (ADR) system

#### **Day 5: Action Plan**

- Negotiation case study
- Analysis of performance
- The Do's and Don'ts of Negotiating
- Improving what we do - action planning

#### **LOCATIONS**

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

#### **WORKSHOP FEE:**

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250 Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664, & 234-9112830607**

#### **Training Methodology**

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.

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