



### Workshop on Effective Negotiation in Projects Management

January 19 – 23, 2026, 1<sup>st</sup> Run: Lagos & Abuja  
July 20 - 24, 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 U\$D for foreign  
Participants**

#### Program overview:

Negotiation is communication between two or more parties with the desired outcome of reaching a mutually satisfactory agreement. There are a number of reasons for negotiations amongst them are:

- Costs - To reduce the cost of acquisition by achieving a lower price.
- Value – To achieve added value such as reduced lead or cycle times.
- Performance – To improve performance through KPIs' and SLA's
- Conflict – To resolve conflict through reaching understanding.
- Problem – To solve a problem by open discussion.
- Quality – To achieve optimum quality through reducing defects.
- Agreement – To reach mutual agreement in a collaborative style where all parties are satisfied.

This program is designed for participants to understand the principles and dynamics of the negotiation process and how to avoid the common traps in negotiation when managing projects.

#### For Whom:

This course is designed for staff members working in the procurement and project management environments. The course will equally be beneficial to both new and experienced negotiators in procurement and project management fields. The skills and knowledge acquired through this course can be applied to negotiations with both internal and external partners. Requisitioners, technical experts, and project staff will also benefit from the program.

#### Learning objectives

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

- gain a comprehensive knowledge on Effective Negotiations in Projects and Procurement;
- identify the negotiation objectives;
- prepare a negotiation plan and strategy;
- know the different components of the negotiation process;
- establish a positive and constructive atmosphere at the negotiation table;
- know the essential skills necessary to be a successful negotiator;
- identify own strengths and weaknesses at the negotiation table;
- know the impact of different cultural backgrounds on verbal and nonverbal communication; and
- acquire negotiation skills through role-plays and apply best practices in negotiating process.

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

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## Course outline:

### Day 1: Understanding Negotiation

- Defining Negotiation and Negotiation Skills
- Characteristics of the Negotiation Cycle in Projects and Procurement
- Negotiation and Supply Positioning

### Day 2: Preparing the Negotiation Process

- Assessing and Understanding Your own Negotiation Skills
- Choosing Your Negotiation Team
- Developing a Negotiation Strategy

### Day 3: The Different Stages of Negotiation

- Win/lose vs. Win/win Negotiations
- Distributive vs. Integrative Negotiation
- Typical Tactics and Ploys

### Day 4: Bargaining and Persuasion Techniques

- Trading and Compromising
- Closing of Negotiations and Readying the Agreement for Implementation

### Day 5: Intercultural Factors

- Dealing with Conflict
- Monitoring Implementation
- Role-plays & Behavior Rehearsal: Linking Theory & Practice

## Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogbia, 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

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