

| Management Effectiveness | |
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| Session Code | ME08 |
| Session Title | Negotiating Contracts and SLA's |
| Topics Covered | Contract drafting and writing legal documents including SLAs and Memorandum of Understanding etc. |
| Delivery | Half Day (4 Hours) - tutor led f2f or online sessions |
| Minimum - Maximum Number of Delegates | 1-10 |
| Who will benefit? | Managers at all levels |

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| <p>Content</p> <ul style="list-style-type: none"> ▪ Contract drafting, legal writing and SLA and MOU drafting ▪ Win-win negotiation skills ▪ Meeting preparation and presentation skills | <p>Benefits</p> <ul style="list-style-type: none"> ▪ Understand the fundamentals of contract law ▪ Explore and use the specialised terminology when drafting SLAs and MOU's ▪ Contract/SLA preparation ▪ Contract negotiation skills |
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