

# PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD



## PUBLIC NOTICE

**FIVE DAYS WORKSHOP ON EFFECTIVE NEGOTIATION IN PROCUREMENT: CRITICAL SKILLS, TECHNIQUES AND TACTICS**

**VENUE: MOROGORO**

**DATE: 6TH- 10TH AUGUST, 2018**

### Aims of this workshop

A program is designed to provide participants knowledge and skills on effective negotiation in Procurement by providing critical skills, techniques and tactics and address its associated risks and mitigation strategies in compliance with Public Procurement Act of 2011 and its regulation 2013 as amended 2016. .

### Who should attend?

- (a) Head of PMUs
- (b) Procurement Officers
- (c) Supplies Officers
- (d) Auditors/ Technical Auditors
- (e) Legal officers
- (f) Stock Verifiers
- (g) Members of the Tender Board
- (h) Members from user Departments
- (i) Consultants/ Service providers/Contractors/suppliers
- (j) Any other parties

### Workshop Content

- (a) Overview of the negotiation
- (b) Preparation for negotiation Plan
- (c) Tactics and approaches for negotiation
- (d) Skills and attributes for negotiators
- (e) Key consideration for negotiation
- (f) Stages for negotiation
- (g) Post negotiation agreement
- (h) Concession behavior and the art of movement
- (i) Risk assessment and case studies
- (j) Soft skills – cross culture effect in negotiation.

### Course fee:

Tshs. 800,000/= per participant to cover for tuition, training materials, tea/coffee and lunch. Payment must be done through our NBC Corporate Branch A/C No. 011103017252 or NMB House Branch A/C No. 2013500374. Please confirm your participation before 3rd August, 2018 through the below emails and mobile numbers.

**Note: Participants should come with Laptops  
FOR FURTHER DETAILS, CONTACT:**

**Executive Director, PSPTB, P.O. Box 5993, DAR-ES-SALAAM.**

**Mobile: 0738441971/0713422751/0755731514**

**Email: [info@psptb.go.tz](mailto:info@psptb.go.tz) or [professionals@psptb.go.tz](mailto:professionals@psptb.go.tz)**