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Descrizione fisica	1 online resource (97 p.)
Collana	Steps to Success
Disciplina	658.4052
Soggetti	Negotiation in business Negotiation Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
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Note generali	Includes index.
Nota di contenuto	Cover; Titlepage; Copyright; Contents; How well do you handle negotiations?; 1 Developing negotiating skills; 2 Using non-verbal communication; 3 Planning your negotiation; 4 Coping in difficult negotiations; 5 Negotiating by e-mail; 6 Negotiating with people from other cultures; 7 Negotiating the pay rise you deserve; Where to find more help; Index
Sommario/riassunto	You negotiate every day in all types of situations and in many ways. This book will help build confidence and get better results with practical advice on the basic principles of negotiation, how to prepare, how to keep cool under pressure and how to understand and use body language to your advantage.