

1. Record Nr.	UNINA9910456558903321
Autore	Forsyth Patrick
Titolo	Negotiation skills for rookies [[electronic resource] ] : from rookie to expert in a week // Patrick Forsyth
Pubbl/distr/stampa	London, : Marshall Cavendish Business, 2009
ISBN	1-907794-72-7 981-4312-23-1
Edizione	[1st edition]
Descrizione fisica	1 online resource (177 p.)
Collana	For rookies
Soggetti	Negotiation in business Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Sommario/riassunto	Negotiation may seem, at first sight, like something that other people do. High-powered business people, politicians and union leaders negotiate. But, what they are doing comes down to bargaining, and all of us do that. When you bargain, and bargain successfully, you can smooth relations and save money, time, aggravation and face in many different situations. In Negotiation Skills for Rookies you will learn skills and gain insights that will help you to: <ul style="list-style-type: none"> <li>• Have business-like discussions with colleagues, clients and suppliers.</li> <li>• Develop sound, effective communication techniques.</li> <li>• Understand the role of negotiation in business.</li> <li>• Orchestrate a range of different skills appropriate to the circumstances.</li> <li>• Work around and with other people's requirements in order to get the result you want.</li> </ul> Whether you have some negotiating experience already or are an outright beginner, this book expertly and simply explains the core techniques and essential principles and warns you of the pitfalls. With its straightforward and easy-to-apply guidelines, some determination and practice, you too can learn just how to get what you want – and get it in the best possible way.