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Nota di contenuto	Negotiating For Dummies, 2nd Edition; About the Author; Dedication; Author's Acknowledgments; Contents at a Glance; Table of Contents; Foreword; Introduction; Who Needs to Read This Book?; Foolish Assumptions; About This Book; How This Book Is Organized; Icons Used in This Book; Where to Go from Here; Part I: Preparing to Negotiate; Chapter 1: Negotiating for Life; When Am I Negotiating?; The Six Basic Skills of Negotiating; Handling All Sorts of Negotiations; Chapter 2: Knowing What You Want and Preparing to Get It; Creating Your Vision; Deciding How You Are Going to Achieve Your Vision Preparing Yourself for NegotiationDefining Your Space; Chapter 3: Mapping the Opposition; Identifying the Person Conducting the Negotiation; Filling Out the Information Checklist; Determining the Negotiator's Level of Authority; Finding the Negotiator's Key Client; Focusing on the Negotiator's Interests; Chapter 4: Knowing the Marketplace; Gathering Information: The One with the Most Knowledge Wins; Playing Detective and Evaluating Info; Preparing from the General to the Specific; Chapter 5: Setting Goals; Setting a Good Goal; Separating Long-Range Goals from Short-Range Goals Setting the Opening OfferBreaking the Stone Tablet; Chapter 6: Setting and Enforcing Limits; What It Means to Set Limits; Setting Limits in

Three Easy Steps; Enforcing Your Limits; Practicing Negotiating toward a Limit; How to Tell the Other Party When You're the One Walking Away; The Consequences of Not Setting Limits; Re-examining Your Limits; Sometimes, the Best Deal in Town Is No Deal at All; Part II: Getting Your Point Across; Chapter 7: Listening - Really, Truly Listening; Two Quick and Easy Starter Tips to Better Listening; Six Barriers to Being a Good Listener

Becoming a Good Listener Listening Your Way up the Corporate Ladder; Chapter 8: Asking the Right Questions; Tickle It Out: The Art of Coaxing Out Information; Asking Good Questions: A Real Power Tool; Dealing with Unacceptable Responses; Look for Evidence of Listening; Chapter 9: Listening to Body Language; Everybody's Bilingual; What Our Bodies Can Say; Using Your Knowledge of Body Language in Your Next Negotiation; Don't Believe Everything You See; Chapter 10: Tuning In to Your Inner Voice; The Origins of Your Inner Voice; Bringing Out Your Inner Voice; Heeding Special Messages

Chapter 11: Being Crystal Clear: Telling It Like It Is What Being Clear Means; Organizing Your Thoughts for Clarity; Tips for Being Clear; Steering Others to Clarity; Capturing an Audience; When You Have to Say No; Barriers to Clarity; The High Cost of Not Being Clear; Phrases You Should Never Use during a Negotiation; How to Really Garble Communication; Part III: Getting Past the Glitches to Close It Up; Chapter 12: Pushing the Pause Button to Turn Off the Hot Buttons; Defining the Pause Button; Telling the Other Person That You Need a Pause; Knowing When to Pause  
If You're Not the Only One to Pause

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## Sommario/riassunto

People who can't or won't negotiate on their own behalf run the risk of paying too much, earning too little, and always feeling like they're getting gypped. *Negotiating For Dummies, Second, Edition* offers tips and strategies to help you become a more comfortable and effective negotiator. And, it shows you negotiating can improve many of your everyday transactions-everything from buying a car to upping your salary. Find out how to: Develop a negotiating style Map out the opposition Set goals and limits Listen, then ask the right question Interpret body la

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