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## Effective Negotiations in Easy Steps (Paperback)

By Tony Rossiter

In Easy Steps Limited, United Kingdom, 2014. Paperback. Book Condition: New. 222 x 184 mm. Language: English . Brand New Book. To negotiate: to confer with others in order to reach a compromise or agreement. That s the dictionary definition. It s something we do every day, like it or not. We can t avoid it. It doesn t have to involve contracts or business deals. It might just mean agreeing a deadline for the task you re working on, sorting out office accommodation or equipment for a new member of staff, or talking to your boss about your vacation plans. Negotiations don t have to be formal exchanges with a set agenda conducted around a table. They can be formal or informal; internal (with colleagues in your own organization) or external; bilateral (involving just one other party) or multiparty. They come in all shapes and sizes. They can take a couple of minutes or a couple of months. Whether you have to negotiate contracts, you re in sales and have to negotiate with customers or your organization has overseas interests and you re involved in international negotiations, the principles and techniques of effective negotiation apply to all of these...



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