

## Successful negotiating

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Deskripsi Lengkap: <https://lib.ui.ac.id/detail?id=20440667&lokasi=lokal>

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### Abstrak

How to achieve positive outcomes using planning and conversational techniques. Very few of us are born negotiators. However, Successful Negotiating can teach you the art of win/win negotiation. You'll get a firm grasp of the negotiating tricks and techniques the pros use. Learn everything from prenegotiation planning to the use of seemingly unimportant details like seating arrangements and meeting site selection to influence the results of negotiations. You will learn how to: ? Sway an opponent with timing and association techniques ? Identify an opponent's real but often hidden needs ? Use questions to control the thrust of a discussion ? Employ proven strategies like the "missing man," "straw issues," and "walkout" ploys ? Communicate a position clearly and precisely ? Plan a realistic course of action based on sound preparation and an objective appraisal of resources ? Keep the negotiation process open to reasonableness and flexibility at all times ? Draw on your own skills, experience, and self-discipline to keep the process moving in the direction you want. This is an ebook version of the AMA Self-Study course. If you want to take the course for credit you need to either purchase a hard copy of the course through amaselfstudy.