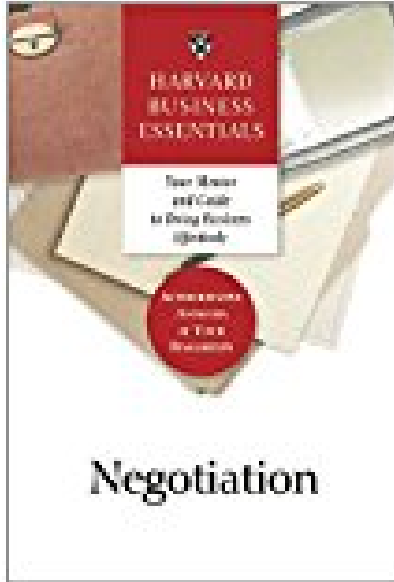


Negotiation Harvard Business Essentials Series



BOOK DETAILS

- Author : Michael Wheeler
- Pages : 184 Pages
- Publisher : Harvard Business School Press
- Language : English
- ISBN : 1591391113

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BOOK SYNOPSIS

Negotiation-whether hammering out a great job offer, settling a dispute with a client, drafting a contract, or making trade-offs between business units-is both a necessary and challenging aspect of business life. In the business world, confident negotiators are always in high demand. Bringing a difficult negotiation to a successful conclusion can be one of the most exhilarating-and valuable-aspects of business today. Packed with practical advice and handy tools, Negotiation will help any manager sharpen skills and yield a sizable payoff. Contents include: Preparing the necessary information before a negotiation Managing multiparty negotiations Assessing the position of the opposing side Determining your sources of power and authority in a negotiation Recognizing the barriers to agreement and how to overcome them Plus, readers can access free interactive tools on the Harvard Business Essentials companion web site. Series Adviser: Michael Watkins Associate Professor Michael Watkins does research on negotiation and leadership. He is the coauthor of *Right From the Start: Taking Charge in a New Leadership Role* (HBS Press, 1999) and the author of *Taking Charge in Your New Leadership Role: A Workbook* (HBS Publishing, 2001), both of which examine how new leaders coming into senior management positions should spend their first six months on the job. Harvard Business Essentials The Reliable Source for Busy Managers The Harvard Business Essentials series is designed to provide comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Drawing on rich content from Harvard Business School Publishing and other sources, these concise guides are carefully crafted to provide a highly practical resource for readers with all levels of experience. To assure quality and accuracy, each volume is closely reviewed by a specialized content adviser from a world class business school. Whether you are a new manager interested in expanding your skills or an experienced executive looking for a personal resource, these solution-oriented books offer reliable answers at your fingertips.

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