

## Negotiating



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*(Payton Miller)*

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Dorling Kindersley Ltd. Paperback. Book Condition: new. BRAND NEW, Negotiating, This is the practical guide that gives you the skills to succeed at negotiating. DK's Essential Managers series contains the know-how you need to be a more effective manager and hone your management style. Find out how to improve your negotiating skills by defining your style, preparing properly and designing your meeting structure. You'll learn to build relationships, develop trust and negotiate fairly. In a slim, portable format Essential Managers gives you a practical 'how-to' approach with step-by-step instructions, tips, checklists and 'ask yourself' features showing you how to focus your energy, manage change and make an impact. If you are keen to brush up on or enhance your negotiating skills, this is the guide for you.



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