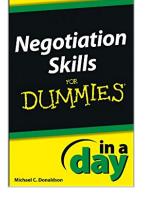
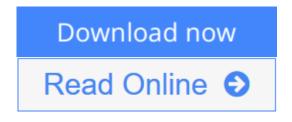
Negotiating Skills In a Day For Dummies



By Michael C. Donaldson



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Get the know-how to successfully negotiate to get what you want—in a day!

Negotiation Skills In A Day For Dummies offers expert guidance on executing the essential skills of successfully and diplomatically negotiating for the outcomes you desire.

- Preparing to negotiate
- Setting clear goals and limits
- Improving your listening skills and asking the right questions

Closing the dealThis e-book also links to an online component at dummies.com that extends the topic into step-by-step tutorials and other "beyond the book" content.

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