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You can't always get what you want -- for yourself or your business -- but this book will help you negotiate the best deal possible!

Learn all you need to know about negotiating, from preparing your argument and briefing a team to establishing the right atmosphere and closing a deal. Negotiating Skills shows how to start from a strong position and find a common ground with other people, and it also provides practical techniques to use when talking and bargaining. Power tips help you handle real-life situations and develop first-class negotiating skills that will dramatically improve results and relationships. The Essential Manager have sold more than 1.9 million copies worldwide! Experienced and novice managers alike can benefit from these compact guides that slip easily into a briefcase or a portfolio. The topics are relevant to every work environment, from large corporations to small businesses. Concise treatments of dozens of business techniques, skills, methods, and problems are presented with hundreds of photos, charts, and diagrams. It is the most exciting and accessible approach to business and self-improvement available.