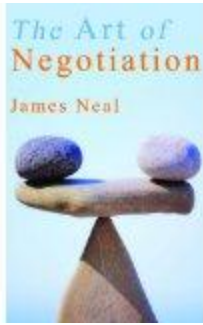


Selected Books on the Art of Negotiation published in 2014-2015

Art of Negotiation (2014)

By James Neal

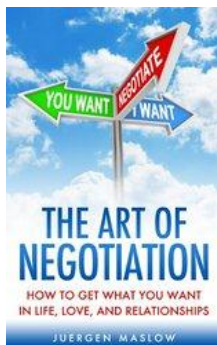


The book is essentially practical in style and includes many case studies to illustrate the principles which are discussed. It is a text for managers of all disciplines - not only personnel managers – though personnel professionals should find much useful material about industrial relations bargaining. Teachers, trainers and students in personnel and general management should find the case studies of particular value.

Its underlying theme is that negotiation needs to be seen as a constructive process: a method of achieving effective results - not as a battle for the preservation of personal or corporate power and prestige.

The Art Of Negotiation: How To Get What You Want In Life, Love, And Relationships (2014)

By Juergen Maslow

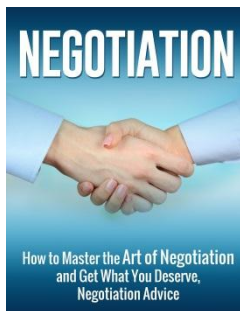


Here Is A Preview Of What You'll Learn:

- The basics of a successful negotiation
- The elements of a successful negotiation
- How to prepare for any type of negotiation
- Highly effective communication strategies for negotiating
- How to negotiate while maintaining emotional control
- How to avoid the BIGGEST mistakes people make while negotiating
- How to close the deal
- How ANYONE can do this regardless of your personality type to enhance your relationships and lifestyle!

Negotiation: How to Master the Art of Negotiation and Get What You Deserve, Negotiation Advice (Negotiation, Negotiation Skills, Negotiation Strategies) (2015)

by Henry Lee

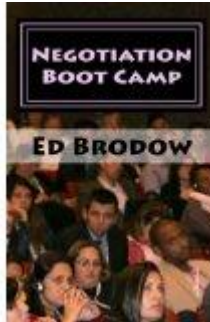


Negotiation: How to Master the Art of Negotiation and Get What You Deserve, Negotiation Advice discusses what negotiation is, how negotiations are done, in what situations is negotiation crucial, how one can master the art of negotiation, and what he can expect to receive as an effective negotiator.

Readers, especially those who want to master the art of negotiation, must read this book because it gives a detailed explanation of the stages of negotiation, the situations where it is crucial to be used, and the steps on how one can master it. This book will give the readers an opportunity to become good and effective negotiators by learning it themselves.

Negotiation Boot Camp: How to Resolve Conflict, Satisfy Customers, and Make Better Deals (2014)

by Ed Brodow



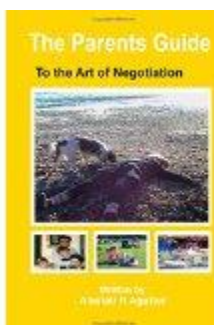
Negotiation expert Ed Brodow, creator of the acclaimed Negotiation Boot Camp® Seminars, arms us with the same proven strategies and tactics he teaches to the professional negotiators at Microsoft, Goldman Sachs, The Hartford, Learjet, Novartis, McKinsey, Starbucks, the IRS and the Pentagon. Using a wealth of examples from real-life encounters, Brodow reveals how to develop the skills and the confidence you need to achieve your goals at work and in your personal life. After completing Brodow's basic training program, you will have learned how to:

- Conquer your fear of confrontation and overcome the negative behaviors that hold you back.
- Identify and develop your personal negotiation style.
- Assess the other side's strengths and weaknesses.
- Get the other side to make concessions without giving up any of your goals.
- Master the art of listening to understand the other side's position and strengthen your own.
- Avoid getting sidetracked by personal or emotional issues.
- Create an atmosphere of trust in which the other party is a collaborator rather than a competitor.
- Break through impasses and close the deal.

"Negotiation Boot Camp shows us how to succeed not just in negotiations but also in life itself.

The Parents Guide To The Art of Negotiation: The Successful Way to Bring Up Children in a Loving and Secure (2014)

by Alastair R Agutter



This book the Author hopes can be a valuable reference, resource and companion covering these key areas in the following chapters.

Chapter One - Preparing To Start Your Family

Chapter Two - A New Baby Arrives and How to Care as a Parent

Chapter Three - Those Great Fun Moments Begin, Little Toddlers

Chapter Four - Starting Out in Life Infant School for Your Little One

Chapter Five - Building a Strong Relationship and Junior School

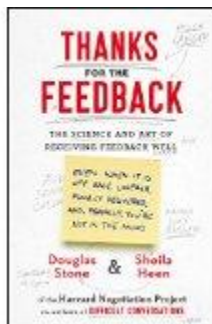
Chapter Six - Senior School and My Child Has Become an Alien

Chapter Seven - Further Education and Adulthood of Your Children

Chapter Eight - Being There As Parents in Their Relationships

Thanks for the Feedback: The Science and Art of Receiving Feedback Well (2014)

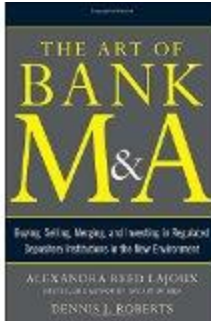
By Douglas Stone, Sheila Heen



The authors of the classic *Difficult Conversations* teach you how to take criticism productively in *Thanks for the Feedback*. We get feedback every day of our lives, from friends and family, colleagues, customers, and bosses, teachers, doctors, and strangers. We're assessed, coached, and criticized about our performance, personalities and appearance.

The Art of Bank M&A: Buying, Selling, Merging, and Investing in Regulated Depository Institutions in the New Environment (2014)

by Alexandra Lajoux , Dennis J. Roberts



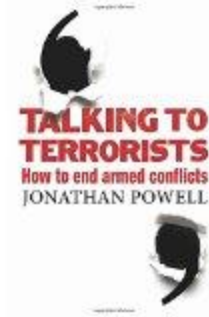
The simmering economic climate since the financial crisis faces a front of new competition and sweeping regulatory reforms expected to drive the U.S. banking sector into consolidation in the next ten years. Capitalizing on the upcoming opportunities will take strategically focused preparation. *The Art of Bank M&A* is the unprecedented guide to mastering the merger and acquisition of a bank and any other financial institution.

M&A transactions involving financial businesses take place in a framework of regulation, which makes them greatly different from those of commercial companies. The specialized coverage in this one-of-a-kind guide gives you an insider's interpretation of the Dodd–Frank Wall Street Reform and Consumer Protection Act, along with the most popular techniques and strategies used to shed and acquire financial entities within the regulation. Straightforward explanations and instructive examples from the real world reveal:

- Major changes in banking law and unique considerations for bank holding companies
- The why and how of bank M&As, including how banks achieve growth and value
- How to value and validate financial businesses, including the basic steps for determining a price range to purchase a bank
- Trends in practices, controversy, and reporting for transborder bank M&As, including a convenient summary of inbound and outbound transaction regulations
- Where to find opportunity in distressed and insolvent banks.

Talking to Terrorists: How to End Armed Conflicts (2014)

by Jonathan Powell



From jungle clearings to stately homes and anonymous airport hotels, *Talking to Terrorists* puts us in the room with those who seek to change the course of history. Here are the terrorists, secret agents and go-betweens who make up the invisible world of negotiations between terrorists and governments.

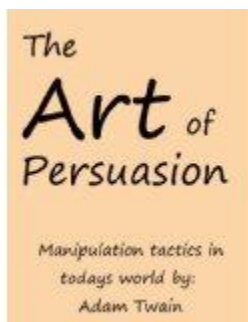
Across the world governments proclaim that they will never 'negotiate with evil'. And yet they always have done and always will. Why then do we ignore the lessons of this history of clandestine communication, often with devastating consequences?

Jonathan Powell has spent nearly two decades mediating between governments and terrorist organisations. Here he argues that no conflict – however bloody, ancient or difficult – is insoluble. With attention to the lessons of the past, patience and above all political leadership, they can be solved, even where previous attempts have failed.

Talking to terrorists will always be practically difficult and morally hazardous. But it is the right thing to do. Drawing on conflicts from Colombia and Sri Lanka to Palestine and South Africa, this optimistic, wide-ranging, authoritative book is about why we should and how best to go about it.

The Art of Persuasion - Manipulation tactics in todays world (2014)

By Adam Twain



Do you want to learn how to persuade and manipulate others like the big fish do? Then this book is exactly what you have been searching for. Nothing is held back here. The guarded secrets that only the chosen few really know about are all revealed here. Do yourself a favor and open up the free preview. Read through what is in it and try

and foresee what it is implying. The rest of the book will let you in on some of the best and most current persuasion and manipulation tactics that are going on in this world today.

We all are being persuaded and manipulated every single day of our lives in one way or another. After reading this book I can promise you this. You will never look at the world in the same manner as you previously did before reading this eye

opening book. Many of you will have a hard time ever trusting another individual ever again. Is this a good thing or a bad thing? Well it all depends on your personality and if you are one who enjoys having your head planted firmly deep into the sand. If not, then you will be far better off than you were before, and will

from here on out be able to spot when you are being manipulated and taken for a ride.

Summary : The Art Of Negotiation - Michael Wheeler: How to Improvise Agreement in a Chaotic World (2014)

by BusinessNews Publishing



This work offers a summary of the book: “The Art of Negotiation: How to Improvise Agreement in a Chaotic World” by Michael Wheeler.

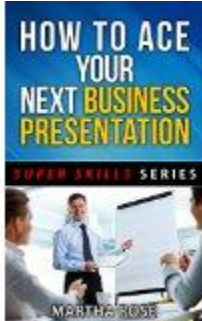
Summary of the ideas in Michael Wheeler’s book: “The Art Of Negotiation” explains that negotiations rarely go as planned. With that in mind, the cornerstone of good negotiation strategy is to find ways to manage uncertainty. This summary points out the faster you go through the learn, adapt and influence cycle, the better you will be as a negotiator.

Added- value of this summary:

- Save time
- Understand the key concepts
- Expand your negotiation knowledge effectively.

How To Ace Your Next Business Presentation (2015)

By Martha Rose



Learn how to easily make a positive impression on your next presentation!

It doesn't matter if you have given dozens of presentations or if you are facing your first time on the platform, it can be an unnerving experience. Many people tend to have difficulties, being unsure of what to say and how to say it. This publication can be your guide to walk you through the process, so you will give the presentation of a lifetime!

We will discuss many factors associated with giving a talk in this publication. From the preparation to the use of notes, audience involvement and even wrapping things up properly, it will all be discussed in great detail. We will also review the following information in great detail as well...

1. Get Ready to Ace Your Next Presentation – When you are ready to give the perfect presentation, this chapter points you in the right direction.
2. What Can You Hope to Accomplish? – You would be surprised with how many accomplishments can be achieved through a single presentation.
3. Preparation - the Key to Excellence – When you prepare properly you will achieve great success!
4. Should You Use Notes? – Most people use notes improperly and when you do so, it detracts from your talk. This chapter shows you how to use notes the right way.
5. Starting the Presentation Properly – If you get your talk started properly, you will captivate your audience and make a positive impact!
6. Using Illustrations Effectively in Your Presentation – You can use illustrations in a number of ways, this chapter shows you how.
7. Using Visual Aids Effectively – If you plan on using visual aids, make sure you read this chapter first!
8. Audience Involvement - Contact and Questions – Get your audience involved and keep them involved for the entire presentation.
9. Delivery: Conversational and Enthusiastic – Deliver your talk in the way described in this chapter, and you will have a winner every time.
10. Your Body Matters - Gestures, Poise and Appearance – Communication has very little to do with the written word. Use your body properly and you will communicate your message effectively.
11. How to Deal with Stress and Stage Fright – Are you suffering from stage fright? Don't let it ruin your

presentation! Use the information in this chapter to overcome the stress easily and quickly.

12. Your Presentation Is Your Introduction to Anything – Using your presentation in the right way will open doors and provide you with many benefits!

The Real Deal: Words of wisdom from the Scotwork Negotiation Blog (2014)

By Alan Smith ,Stephen White , Robin Copland

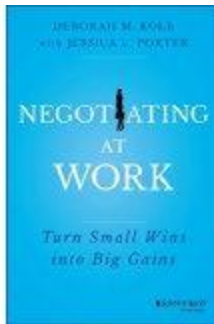


Book Description

- Why you should lose some business?
- What surprises and street parties teach us about negotiating?
- When is a negotiation not a negotiation?
- What drinking guidance and bad proposals have in common?
- Is \$1.76 million a good price for a fish?
- Why are we persuaded to do stupid things?

Negotiating at Work: Turn Small Wins into Big Gains (2015)

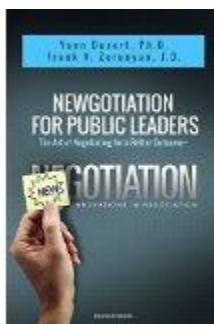
by Deborah M. Kolb , Jessica L. Porter



Negotiation has always been at the heart of solving problems at work. Yet today, when people in organizations are asked to do more with less, be responsive 24/7, and manage in rapidly changing environments, negotiation is more essential than ever. What has been missed in much of the literature of the past 30 years is that negotiations in organizations always take place within a context of organizational culture, of prior negotiations, of power relationships that dictates which issues are negotiable and by whom. When we negotiate for new opportunities or increased flexibility, we never do it in a vacuum. We challenge the status quo and we build out the path for others to negotiate those issues after us. In this way, negotiating for ourselves at work can create small wins that can grow into something bigger, for ourselves and our organizations. Seen in this way, negotiation becomes a tool for addressing ineffective practices and outdated assumptions, and for creating change.

Newnegotiation For Public Leaders: The Art of Negotiating for a Better Outcome (2015)

By Yann Duzert , Frank Zerunyan



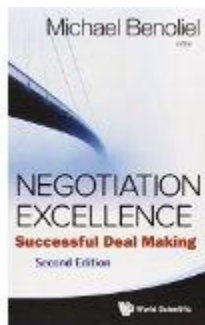
This short, to the point and readable eBook offers a new insight to negotiating for public leaders by developing both academic and practical topics that directly impact the daily life, behavior, compartment, habits and skills of successful public servants in the art and science of what we call “Newnegotiation.” While many academic books and some practice manuals have been written on the single thematic subject of “Negotiation,” none that could be found addresses specifically public leaders and their negotiations in the context of the new paradigm labeled “governance” as opposed to

“government.”

In this eBook the authors create a unique 4-10-10 Newgotiation Technique as a unified dialect, which helps public leaders, individuals and organizations to speak the same language of Newgotiation. Newgotiation helps readers and practitioners to shift from hard power to smart cognitive power to encourage the making of creative and collaborative decisions to improve productivity. This eBook will be an invaluable resource for public leaders, individuals and organizations to Newgotiate.

Negotiation Excellence : Successful Deal Making (2014)

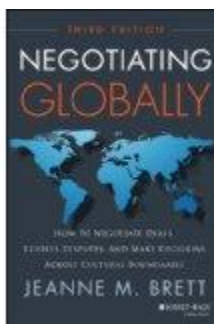
by Michael Benoliel



Negotiation Excellence: Successful Deal Making is written by leading negotiation experts from top-rated universities in the US and in Asia and its objective is to introduce readers to the theory and best practices of effective negotiation. The book includes chapters ranging from: preparing and planning for successful negotiations; building relationships and establishing trust between negotiators; negotiating creatively to create mutual value and win-win situations; understanding and dealing with negotiators from different cultures; to managing ethical dilemmas.

Negotiating Globally: How to Negotiate Deals, Resolve Disputes, and Make Decisions Across Cultural Boundaries (2014)

by Jeanne M. Brett

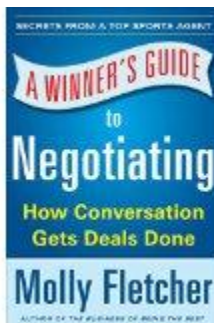


A framework for anticipating and managing cultural differences at the negotiating table

In today's global environment, negotiators who understand cultural differences and negotiation fundamentals have a decided advantage at the bargaining table. This thoroughly revised and updated edition of *Negotiating Globally* explains how culture affects negotiators' assumptions about when and how to negotiate, their interests and priorities, and their strategies. It explains how confrontation, motivation, influence, and information strategies shift due to culture. It provides strategic advice for negotiators whose deals, disputes, and decisions cross cultural boundaries, and shows how to anticipate cultural differences and then manage them when they appear at the negotiating table. It challenges negotiators to expand their repertoire of strategies, so that they are prepared to negotiate deals, resolve disputes, and make decisions regardless of the culture in which they find themselves. * Includes a review of the various contexts and building blocks of negotiation strategy * Explains how and why negotiation may be practiced differently in different cultures and how to modify strategy when confronted with different cultural approaches * Explores the three primary cultural prototypes negotiators should understand.

A Winner's Guide to Negotiating: How Conversation Gets Deals Done (2014)

by Molly Fletcher



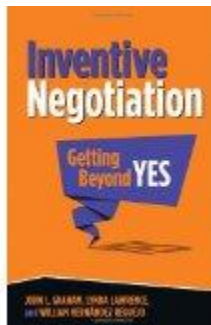
The strategic guide to getting the most out of every negotiation from "the female Jerry Maguire" (CNN) Effective negotiation is rooted in establishing trust and building relationships--one conversation at a time. In this practical guide, trailblazing sports agent Molly Fletcher reveals her proven approach to landing more than \$500 million worth of deals throughout her career. It all comes down to doing five things well:

- Setting the Stage
- Finding Common Ground

- Asking with Confidence
- Embracing the Pause
- Knowing When to Leave

Inventive Negotiation: Getting Beyond Yes (2014)

by John L. Graham and Lynda Lawrence

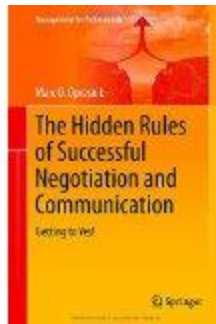


Steve Jobs used it to cut a better deal with Disney. George Mitchell and Mary Robinson used it to help end a decades-long war in Northern Ireland. And you can use it in your life and work to get better outcomes for years to come. *Inventive Negotiation* is a concrete set of steps that can help build long-term relationships instead of lasting enmity. Lavishly illustrated with real life stories from around the world, plus the latest neuroscience and behavioral economics, this book will show you how to get more than your share of the pie - it gives you the tools to build a pie factory.

Learn what hostage negotiators and clowns have in common. How a teen bested the phone company. What it takes to talk your way into a prison in Bolivia, or out of a terrorist camp in Colombia. Why you need to handle your chairs carefully in Korea. Every example demonstrates a principle perfected by the authors' decades of experience in everything from oil-pipelines to international peace. Once you've learned the art and science of *Inventive Negotiation*, you'll never be satisfied with transactional or integrative bargaining again.

The Hidden Rules of Successful Negotiation and Communication: Getting to Yes! (Management for Professionals) (2014)

by Marc Oliver Opresnik



Negotiations in professional or private life often take an unsatisfactory course due to stress, confrontation with aggressive or unfair behavior, or because of overwhelming situations.

Negotiations generally require a thorough preparation, strategy and a sophisticated tactic to make us feel safe in the presentation of our goals and arrive at a mutually satisfactory outcome. Conventional books about negotiations are usually limited to strategies and techniques, but leave out elements of psychological communication and emotional intelligence, which include non-verbal communication and empathy, which in turn are essential for successful negotiation. Therefore, this book on the one hand constitutes the essential techniques and strategies in the context of negotiation, but also considers "soft skills" without which negotiations cannot be successful.

This book presents practical examples in dealing with situations such as salary, contract and sales negotiations. In particular on context and time appropriate negotiation techniques; analyzing negotiation partners and their motives; interpret group processes, and how to successfully implement negotiation psychology.