

- Prepare effectively to negotiate more wisely
- Use creativity to reach better agreements
- Focus on interests for better results

NEGOTIATING SKILLS FOR MANAGERS



Steven Cohen

Negotiating Skills For Managers Briefcase S Series

Charles Prather



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Greg Brue, 2002-02-22 THE BRIEFCASE BOOKS SERIES Now translated into nine languages This reader friendly icon rich series is must reading for all managers at every level All managers whether brand new to their positions or well established in the corporate hierarchy can use a little brushing up now and then The skills based Briefcase Books series is filled with ideas and strategies to help managers become more capable efficient effective and valuable to their corporations Six Sigma one of the hottest topics in today's manufacturing circles is a statistical concept that characterizes nearly zero defects in any process But its successful implementation involves a whole new set of management practices Six Sigma for Managers will help managers better understand this concept and how to facilitate the learning cooperation skills improvement and commitment required to make Six Sigma processes a reality in any organization

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Marshall Cook, Laura Poole, 2011-09-02 Boost productivity by making the switch from boss to COACH Effective managers know their job is to help employees succeed not to give them orders They create relationships that build collaboration and meaningful performance improvement These managers know that when they facilitate the success of their team members they facilitate their own success Effective Coaching teaches you practices you can use immediately to engender employee commitment and help employees gain the skills necessary to sustain and grow any type of organization You'll learn The attributes of a successful coach How to set up an effective coaching session How to use coaching to correct unproductive behavior How to use coaching to be a better trainer Briefcase Books written specifically for today's busy manager feature eye catching icons checklists and sidebars to guide managers step by step through everyday workplace situations Look for these innovative design features to help you navigate through each page Clear definitions of key terms and concepts Tactics and strategies for coaching employees Tricks of the trade for executing effective coaching techniques

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