



# Negotiating For Dummies

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## Negotiating For Dummies Donaldson

People who can't or won't negotiate on their own behalf run the risk of paying too much, earning too little, and always feeling like they're getting gypped. *Negotiating For Dummies, Second Edition* offers tips and strategies to help you become a more comfortable and effective negotiator. And, it shows you negotiating can improve many of your everyday transactions—everything from buying a car to upping your salary. Find out how to:

- Develop a negotiating style
- Map out the opposition
- Set goals and limits
- Listen, then ask the right question
- Interpret body language
- Say what you mean with crystal clarity
- Deal with difficult people
- Push the pause button
- Close the deal

Featuring new information on re-negotiating, as well as online, phone, and international negotiations, *Negotiating for Dummies, Second Edition*, helps you enter any negotiation with confidence and come out feeling like a winner.

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