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When it was first published in

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1992, the first edition of Leadership for the Common Good presented a revolutionary approach to community and organizational leadership in a shared-power world. Now, in this completely revised and updated

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edition, Barbara Crosby and John Bryson expand on their proven leadership model and offer new insights and guidance to leaders. This second edition is a practical resource for a new generation of leaders and

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aspiring leaders and includes success stories, challenges, and real-world experience.

Getting to Yes offers a concise, step-by-step, proven strategy for coming to mutually acceptable agreements in every sort of

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conflict—whether it involves parents and children, neighbors, bosses and employees, customers or corporations, tenants or diplomats. Based on the work of the Harvard Negotiation Project, a group that

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deals continually with all levels of negotiation and conflict resolution from domestic to business to international, Getting to Yes tells you how to: *

- Separate the people from the problem;
- * Focus on interests,

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not positions; * Work together to create options that will satisfy both parties; and * Negotiate successfully with people who are more powerful, refuse to play by the rules, or resort to "dirty tricks." Since its original

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publication in 1981, Getting to Yes has been translated into 18 languages and has sold over 1 million copies in its various editions. This completely revised edition is a universal guide to the art of negotiating personal

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and professional disputes. It offers a concise strategy for coming to mutually acceptable agreements in every sort of conflict.

Let's face it. In this chaotic world of teams, matrix management,

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and horizontal organizations, it's tougher than ever to get things done. How do you lead when you're not the one in charge? How can you be effective when joint action is needed? You need an edge in order to reach

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solutions and effectively work with others.

This is a Summary of Fisher, Ury & Patton's Getting to Yes: Negotiating Agreement Without Giving In Since its original publication nearly thirty years

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ago, Getting to Yes has helped millions of people learn a better way to negotiate. One of the primary business texts of the modern era, it is based on the work of the Harvard Negotiation Project, a group that deals with

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all levels of negotiation and conflict resolution. Getting to Yes offers a proven, step-by-step strategy for coming to mutually acceptable agreements in every sort of conflict. Thoroughly updated and revised, it offers

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readers a straight-forward, universally applicable method for negotiating personal and professional disputes without getting angry-or getting taken.Available in a variety of formats, this summary is aimed

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for those who want to capture the gist of the book but don't have the current time to devour all 240 pages. You get the main summary along with all of the benefits and lessons the actual book has to offer. This summary

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is not intended to be used
without reference to the original
book.

How to Argue & Win Every Time
How to Overcome Obstacles and
Achieve Brilliant Results at the
Bargaining Table and Beyond

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Start with No

Tackling Public Problems in a
Shared-Power World

The Negotiation Book

Getting It Done

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Offers advice on how to negotiate with difficult people, showing readers how to stay cool under pressure, disarm an adversary, and stand up for themselves without provoking opposition

Expanding on the principles, insights,

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and wisdom that made Getting to Yes a worldwide bestseller, Roger Fisher and Scott Brown offer a straightforward approach to creating relationships that can deal with difficulties as they arise. Getting Together takes you step-by-step

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through initiating, negotiating, and sustaining enduring relationships -- in business, in government, between friends, and in the family.

Describes a method of negotiation that isolates problems, focuses on interests, creates new options, and uses objective

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criteria to help two parties reach an agreement

This summary is a separate companion to *Getting to Yes: Negotiating Agreement Without Giving In* by Roger Fisher, William L. Ury, Bruce Patton. Have you ever bought a book

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with the intention of making positive changes in your life, and then a month later nothing has changed? A month after you've finished reading the book, life gets busy, and you forget many of the important ideas you've just read. Use this summary to quickly review the

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better way to negotiate. A must-read business book based on the Harvard Negotiation Project. Learn the best practices for negotiation and conflict resolution. Move beyond typical confrontational position-based negotiation. Turn conflict into

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productive mutually beneficial win-win solutions. Use interest-based negotiation to experience the benefits of building trusting and fruitful long-term working relationships. Summary Table of Contents: Everyone Negotiates to Convince Others to

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Accept Their Ideas Never Show up to
a Negotiation Unprepared Always Be
Conscious of the Irrational 'Human'
Factor Negotiations Take Place on
Two Separate Levels Make the
Rational Level the Primary Focus of
the Negotiation How to Work

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Productively with the Other Party
Instead of being Adversaries The Most
Common Pitfall of the Inexperienced
Negotiator How to Focus a Negotiation
Negotiate Based on Interests-Not
Positions Common Needs Which
Motivate People There Are Two

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Important Steps to a Successful
Negotiation Evaluate Potential
Solutions Using Objective Criteria Ask
the Other Party to Justify Their
Solutions Using Objective Criteria
Unique Negotiations Where There Are
No Established Objective Criteria

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Dealing with Dirty Negotiation Tactics
Good Communication Is Critical to
Negotiating Effectively The top
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companion summary of the most

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important ideas from the book - not the original full-length book.

How to Get What You Truly Want
Negotiating Agreement Without
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Getting Together
Getting Ready to Negotiate

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Fisher, Ury & Patton's Getting to Yes
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to Know

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professional arguments. Getting to Yes reveals a spectacular method about how to bend the debate to your will but also doing so without losing emotional control. In an argument, getting angry can really harm your point and make you

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communicate your ideas in a wrong way. The objective of this book is to teach you how to be in full control of yourself and the discussion. (Note: This summary is wholly written and published by readtrepreneur.com It is not

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affiliated with the original author in any way) "The ability to see the situation as the other side sees it, as difficult as it may be, is one of the most important skills a negotiator can possess." - Roger Fisher When in the middle of a

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negotiation, do you focus on position instead of interests? If you don't then you are doing it wrong! But don't worry, in Getting to Yes you will learn everything you need to do about the art of negotiation. After you are done with the book,

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you'll be able to separate the people from the problem, work together to create opinions that will satisfy both parties and be able to succeed in negotiations with people who are more powerful or don't play by the rules. Roger Fisher stresses

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how straightforward and universally applicable is his negotiation method. So no matter where and what you are doing, you'll be able to take your negotiation skills to a whole new level. P.S. Getting to Yes is an extremely useful book

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that will help you master the art of negotiation and also remind you of the importance of keeping your emotions in check when the discussion is its most heated moment. The Time for Thinking is Over! Time for Action! Scroll Up

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The key text on problem-solving negotiation—updated and revised Getting to Yes has helped millions of people learn a better way to negotiate. One of the primary business texts of the modern era, it is based on the work of the Harvard

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Negotiation Project, a group that deals with all levels of negotiation and conflict resolution. Getting to Yes offers a proven, step-by-step strategy for coming to mutually acceptable agreements in every sort of conflict. Thoroughly updated

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and revised, it offers readers a straight-forward, universally applicable method for negotiating personal and professional disputes without getting angry-or getting taken.

Getting to Yes: Negotiating

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Agreement Without Giving in by
Roger Fisher - Book Summary -
Readtrepreneur (Disclaimer: This is
NOT the original book, but an
unofficial summary.) Start feeling in
control when negotiating personal
and professional arguments.

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Getting to Yes reveals a spectacular method about how to bend the debate to your will but also doing so without losing emotional control. In an argument, getting angry can really harm your point and make you communicate

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your ideas in a wrong way. The objective of this book is to teach you how to be in full control of yourself and the discussion. (Note: This summary is wholly written and published by readtrepreneur. It is not affiliated with the original author

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in any way) "The ability to see the situation as the other side sees it, as difficult as it may be, is one of the most important skills a negotiator can possess." - Roger Fisher
When in the middle of a negotiation, do you focus on

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position instead of interests? If you don't then you are doing it wrong! But don't worry, in Getting to Yes you will learn everything you need to do about the art of negotiation. After you are done with the book, you'll be able to separate the

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people from the problem, work together to create opinions that will satisfy both parties and be able to succeed in negotiations with people who are more powerful or don't play by the rules. Roger Fisher stresses how straightforward and universally

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negotiation and also remind you of the importance of keeping your emotions in check when the discussion is its most heated moment. Why Choose Us, Readtrepreneur? □ Highest Quality Summaries □ Delivers Amazing

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No is perhaps the most important

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and certainly the most powerful word in the language. Every day we find ourselves in situations where we need to say No—to people at work, at home, and in our communities—because No is the word we must use to protect

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ourselves and to stand up for everything and everyone that matters to us. But as we all know, the wrong No can also destroy what we most value by alienating and angering people. That's why saying No the right way is crucial. The

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secret to saying No without destroying relationships lies in the art of the Positive No, a proven technique that anyone can learn. This indispensable book gives you a simple three-step method for saying a Positive No. It will show

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you how to assert and defend your key interests; how to make your No firm and strong; how to resist the other side's aggression and manipulation; and how to do all this while still getting to Yes. In the end, the Positive No will help you get not

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just to any Yes but to the right Yes, the one that truly serves your interests. Based on William Ury's celebrated Harvard University course for managers and professionals, *The Power of a Positive No* offers concrete advice

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and practical examples for saying No in virtually any situation.

Whether you need to say No to your customer or your coworker, your employee or your CEO, your child or your spouse, you will find in this book the secret to saying No

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clearly, respectfully, and effectively. In today's world of high stress and limitless choices, the pressure to give in and say Yes grows greater every day, producing overload and overwork, expanding e-mail and eroding ethics. Never has No been

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more needed. A Positive No has the power to profoundly transform our lives by enabling us to say Yes to what counts—our own needs, values, and priorities. Understood this way, No is the new Yes. And the Positive No may be the most

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Building Relationships As We
Negotiate

(and Other Worthy Opponents)

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Under the Gaze of God

How the Affordable Care Act will

Improve our Terribly Complex,

Blatantly Unjust, Outrageously

Expensive, Grossly Inefficient, Error

Prone System

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Winner! - CMI Management Book of the Year 2017 – Practical Manager category
Master the art of negotiation and gain the competitive advantage
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some point; whether in the office or at home and good negotiation skills can have a profound effect on our lives – both financially and personally. No other skill will give you a better chance of optimizing your success and your organization's success. Every time you negotiate, you are looking for an

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increased advantage. This book delivers it, whilst ensuring the other party also comes away feeling good about the deal. Nothing will put you in a stronger position to build capacity, build negotiation strategies and facilitate negotiations through to successful conclusions. The Negotiation Book:

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This is a Summary of Fisher, Ury &

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Patton's Getting to Yes: Negotiating Agreement Without Giving In Since its original publication nearly thirty years ago, Getting to Yes has helped millions of people learn a better way to negotiate. One of the primary business texts of the modern era, it is based on the work of the Harvard Negotiation Project, a group

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personal and professional disputes without getting angry-or getting taken. Available in a variety of formats, this summary is aimed for those who want to capture the gist of the book but don't have the current time to devour all 240 pages. You get the main summary along with all of the benefits and lessons the

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actual book has to offer. This summary is not intended to be used without reference to the original book.

For years, academic thinking on negotiations and auctions has matured in different silos. Negotiation theory focused on deals between two parties, investigating psychological motivations

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and invoking ideas like 'best alternative to a negotiated agreement.' Auction theory, on the other hand, focused exclusively on situations where multiple bidders were involved and the highest bidder won. Harvard Business School professor Guhan Subramanian specializes in understanding how deals.

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As he studied deals in the news, observed deals as a participant and invited legendary dealmakers into his classroom, one commonality kept cropping up. Assets most often change hand not in a pure negotiation or a pure auction, but by a mechanism that freely combines elements from both schools of thought.

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Negotiators are 'fighting on two fronts' across the table, but also on the same side of the table with known, unknown, or possible competitors. In Negotiauctions, Subramanian provides a lively tour of both negotiation and auction theory, following those summaries with an in-depth look at his hybrid theory that

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includes strategies that readers can use in real life situations. Along the way Subramanian employs multiple case studies, from studio negotiations over a new season of the TV show Frasier to his own experience purchasing a car. Classroom tested in one of the world's best business schools, Negotiauctions is

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**Whether you're negotiating
with an angry boss or a
difficult colleague - or,
indeed, a stubborn teenager -
you can learn to use your
emotions to help you achieve**

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**adversary into a colleague --
Respect autonomy in others
and gain autonomy in return
-- Acknowledge status and
simultaneously establish your
own worth -- Choose a
fulfilling role during the
process of negotiating Using**

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the latest research of the Harvard Negotiation Project, the group that brought you the groundbreaking book Getting to Yes, this is a superbly practical guide to mastering essential negotiating skills. Originally

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negotiation, drawing on the latest behavioral research and real-life case studies to explain how to prepare for and execute negotiations, from identifying opportunities to overcoming resistance and defusing hardball tactics.

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you to resolve any conflict
and find win-win
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AUTHOR: Roger Fisher**

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(1922-2012) was an American professor at Harvard Law School. With his co-authors, he founded the Harvard Negotiation Project. William Ury is an anthropologist who works

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corporations and
governments worldwide.
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improve their negotiations.**

**INTRODUCTION: This is
sometimes hard to imagine,
but just a few decades ago
decisions were rarely made
as a result of discussions or**

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negotiations. They were usually made by one person: whoever was in charge. Back then, the world was a place of hierarchy: at home, every decision concerning the

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family was made by the "wise father," and at work, everybody adhered to the path dictated by the company's boss. Today, such authoritarian structures are increasingly

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rare. Hierarchies are flatter, information is more accessible, and more and more people participate in decisions at all levels. Hence, it has become much more important for us to

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talk to others and include them in our decision-making processes.

Politicians now talk to their voters, and companies encourage their employees to participate in company

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decisions. Even parent-child interactions are becoming more democratic. In the age of Google, parents can no longer simply say, "Don't do this; it's unhealthy," because their child can just

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their claim. Today, finding
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life means negotiating.
Arguing with friends about
which movie to see is very**

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different to haggling over prices with suppliers or negotiating international arms embargos, yet in many ways all negotiations are similar to each other. By arming yourself with the

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you can vastly improve the
outcomes of all your
negotiations. And since
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**real world negotiation
examples and cases, rather
than discussing
hypothetical scenarios. It
reveals what is possible
through preparation,
persistence, creativity, and**

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taking a strategic approach to your negotiations. Many of us enter negotiations with skepticism and without understanding how to truly negotiate well. Because we lack knowledge and

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**confidence, we may
abandon the negotiating
process prematurely or
agree to deals that leave
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that once and for all by immersing you in these real world scenarios. As a result, you'll be better able to grasp the true power of negotiation to deal with some of the most difficult

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problems you face or to put together the best deals possible. This book also shares critical insights and lessons for instructors and students of negotiation, especially since negotiation

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is now being taught in virtually all law schools, many business schools, and in the field of conflict resolution. Whether you're a student, instructor, or anyone who wants to

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you'll be able to carefully
examine real world
negotiation situations that
will show you how to
achieve your objectives in
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Complete, accurate

monitoring of expenses. In

today's business world,

these are must-have skills.

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can't be found anywhere else. So whether you're a new business owner, a middle manager, or an entry-level employee, this 101 series has the answers you need to conduct

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**business in a smarter way.
How to Lead When You're
Not in Charge
Getting to Yes with
Yourself: And Other Worthy
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**Summary Guide Getting to
Yes: Negotiating Agreement
Without Giving in Book by
Roger Fisher, William L.
Ury & Bruce Patton
Final Report of the National
Commission on Terrorist**

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Attacks Upon the United States

Summary Getting to Yes

William Ury, coauthor of the international bestseller Getting to Yes, returns with another

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groundbreaking book, this time asking: how can we expect to get to yes with others if we haven't first gotten to yes with ourselves? Renowned negotiation expert William Ury has taught tens of thousands of

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people from all walks of life—managers, lawyers, factory workers, coal miners, schoolteachers, diplomats, and government officials—how to become better negotiators. Over the years, Ury has

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discovered that the greatest obstacle to successful agreements and satisfying relationships is not the other side, as difficult as they can be. The biggest obstacle is actually our own selves—our natural

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tendency to react in ways that do not serve our true interests. But this obstacle can also become our biggest opportunity, Ury argues. If we learn to understand and influence ourselves first, we lay

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the groundwork for understanding and influencing others. In this prequel to Getting to Yes, Ury offers a seven-step method to help you reach agreement with yourself first, dramatically improving your

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ability to negotiate with others. Practical and effective, Getting to Yes with Yourself helps readers reach good agreements with others, develop healthy relationships, make their businesses more productive,

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and live far more satisfying
lives.

Getting to Yes Negotiating
Agreement Without Giving In;
Second Edition Penguin

From the creator of the popular
website Ask a Manager and New

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York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called “the Dear Abby of the work

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world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don’t know what to say.

Thankfully, Green does—and in

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this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when

- coworkers push their work on you—then take credit for it
- you accidentally

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trash-talk someone in an email
then hit “reply all” • you’re
being micromanaged—or not
being managed at all • you
catch a colleague in a lie • your
boss seems unhappy with your
work • your cubemate’s loud

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speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager “A must-read for anyone who works . . . [Alison Green’s] advice boils down to the idea that you should be

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professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.” —Booklist (starred

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review) “The author’s friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers’ lives. Ideal for anyone new to the job market or new to

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management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green’s Ask a Manager column. This book is even better. It teaches us how

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to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of *The No Asshole Rule*

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and The Asshole Survival Guide

“Ask a Manager is the ultimate
playbook for navigating the
traditional workforce in a
diplomatic but firm way.”—Erin

Lowry, author of Broke

Millennial: Stop Scraping By and

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Get Your Financial Life Together
The definitive story of American
health care today—its causes,
consequences, and confusions
In March 2010, the Affordable
Care Act was signed into law. It
was the most extensive reform

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of America's health care system since at least the creation of Medicare in 1965, and maybe ever. The ACA was controversial and highly political, and the law faced legal challenges reaching all the way to the Supreme

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Court; it even precipitated a government shutdown. It was a signature piece of legislation for President Obama's first term, and also a ball and chain for his second. Ezekiel J. Emanuel, a professor of medical ethics and

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health policy at the University of Pennsylvania who also served as a special adviser to the White House on health care reform, has written a brilliant diagnostic explanation of why health care in America has become such a

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divisive social issue, how money and medicine have their own—quite distinct—American story, and why reform has bedeviled presidents of the left and right for more than one hundred years. Emanuel also

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explains exactly how the ACA reforms are reshaping the health care system now. He forecasts the future, identifying six mega trends in health that will determine the market for health care to 2020 and beyond.

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His predictions are bold, provocative, and uniquely well-informed. Health care—one of America's largest employment sectors, with an economy the size of the GDP of France—has never had a more

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comprehensive or authoritative
interpreter.

The 9/11 Commission Report

Ask a Manager

Getting to Yes

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SUMMARY - Getting To Yes:
Negotiating Agreement Without
Giving In By Roger Fisher And
William Ury
The Book of Real-World
Negotiations
How to Say No and Still Get to

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This is the second, greatly expanded edition of one of the world's most successful books on negotiation.

'Getting to Yes' offers powerful principles to guide readers to success in the art of negotiation.

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Few things have as broad an effect on your life and career as the ability to negotiate well.? The art of negotiation has become an essential element of almost all our interactions in every area of life. Enhancing our ability to negotiate effectively affects

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not only business contracts and career opportunities but also our personal relationships. Those who don't negotiate well risk falling victim to those who do. Success expert Brian Tracy has negotiated millions of dollars' worth of contracts during his

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career and has learned firsthand all the tips, tools, strategies, and things to avoid that are necessary for anyone to become a master negotiator. In Negotiation, Tracy will show you how to: Utilize the six key negotiating styles Harness the power of emotion in

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hammering out agreements Prepare like a pro and enter any negotiation from a position of strength Gain clarity on areas of agreement and disagreement Develop win-win outcomes Know when and how to walk away Apply the Law of Four,

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and much more Within the pages of this practical and concise guide, begin mastering the art of negotiation. No other life skill can impact you as broadly as learning how to negotiate well--saving you time and money, making you more effective in all

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areas of life, and contributing substantially to your career.

Negotiation puts the power of negotiation right in your hands.

Before being published as a small book, these "counsels of perfection" and spiritual notes by Blessed Edward

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Poppe (1890-1924), a Belgian priest whose cause for canonization is under way, had been transcribed a hundred times by hand by those who had tasted their flavor, vigor, and supernatural wisdom. Fresh and luminous, this little book has been a

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tremendous success in Dutch, French, Italian, and German; it now appears at last in English. Responding well to the needs of the faithful, it will become an inseperable vademecum for all those who wish to live "under the gaze of God."

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This companion volume to the negotiation classic Getting to Yes explores the negotiation process in depth and presents case studies, charts, and worksheets for blueprinting and personalized negotiating strategy.

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*Practical Strategies for Resolving
Conflict*

*Negotiating Agreement Without
Giving In; Second Edition*

Summary of Getting to Yes

An Introduction to the Study of Law

Getting Past No

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Bargaining for Advantage

Negotiating Agreement Without

Giving In by Roger Fisher

* Our summary is short,
simple and pragmatic. It
allows you to have the
essential ideas of a big

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book in less than 30 minutes. *By reading this summary, you will learn how to negotiate in all circumstances and in all serenity. *You will also learn : that it is

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possible to protect your relationships while making your demands heard; that several negotiation techniques and tactics are useful to (re)know; that a few key phrases are enough

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to communicate your interests clearly; that a negotiation is successful if both parties enjoy finding common solutions.

*If you feel that you do not know how to negotiate,

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it is probably because its practice is associated with power struggles or a sharp confrontation of arguments. Negotiation is perceived as an intimidating and deterrent

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practice related to conflict. Wouldn't you be more confident if the art of negotiation was above all the art of interfering in the best possible cooperation? Roger Fisher

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and William Ury, law researchers at Harvard University, suggest that you try interest-based negotiation, a style of dialogue centered on each participant's interest,

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creativity and good faith.
For them, negotiation
should be first and
foremost a collaborative
science, designed to lead
not to one, but to several
solutions to a

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of deal in any kind of
situation—the purchase of

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a new house, a multimillion-dollar business deal, or where to take the kids for dinner. Think a win-win solution is the best way to make the deal? Think again. For

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years now, win-win has been the paradigm for business negotiation. But today, win-win is just the seductive mantra used by the toughest negotiators to get the other side to

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compromise unnecessarily,
early, and often. Win-win
negotiations play to your
emotions and take
advantage of your instinct
and desire to make the
deal. Start with No

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introduces a system of decision-based negotiation that teaches you how to understand and control these emotions. It teaches you how to ignore the siren call of the final

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result, which you can't really control, and how to focus instead on the activities and behavior that you can and must control in order to successfully negotiate

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with the pros. The best negotiators: * aren't interested in "yes"—they prefer "no" * never, ever rush to close, but always let the other side feel comfortable and secure *

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are never needy; they take advantage of the other party's neediness * create a "blank slate" to ensure they ask questions and listen to the answers, to make sure they have no

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assumptions and expectations * always have a mission and purpose that guides their decisions * don't send so much as an e-mail without an agenda for what they want to

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accomplish * know the four
“budgets” for themselves
and for the other side:
time, energy, money, and
emotion * never waste time
with people who don't
really make the decision

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Start with No is full of dozens of business as well as personal stories illustrating each point of the system. It will change your life as a negotiator. If you put to good use the

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principles and practices revealed here, you will become an immeasurably better negotiator.

Combining insights in negotiation research with the tactics used by some

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of the world's leading business strategists, *Bargaining for Advantage* is a practical guide to becoming a more effective negotiator. Richard Shell explores the hidden

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encounters, this work offers a step-by-step approach that draws on your own communication style to make you a skilful negotiator.

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Without Giving in by Roger
Fisher and William Ury,
with Bruce Patton, Editor
From Planning Your
Strategy to Finding a
Common Ground, an
Essential Guide to the Art

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of Negotiating
Negotiating Your Way from
Confrontation to
Cooperation
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Court, Everywhere,
Everyday

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Successful Strategies From
Business, Government, and
Daily Life

***The 10th-anniversary
edition of the New York
Times business
bestseller—now updated***

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*with "Answers to Ten
Questions People Ask" We
attempt or avoid
difficult conversations
every day-whether
dealing with an
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Yes, Difficult

*Conversations provides a
step-by-step approach to
having those tough
conversations with less
stress and more success.
you'll learn how to: .*

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*Decipher the underlying
structure of every
difficult conversation .
Start a conversation
without defensiveness .
Listen for the meaning
of what is not said .*

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face of attacks and
accusations . Move from
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This is the second,
greatly expanded edition*

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readers to success in
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