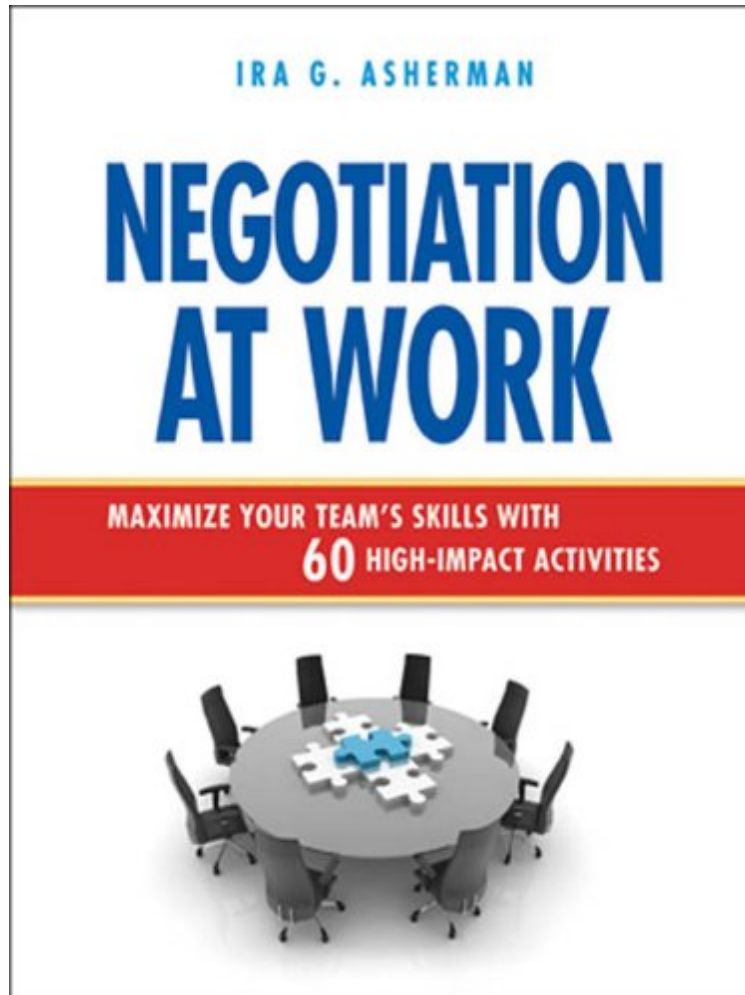


(Read now) Negotiation at Work: Maximize Your Team's Skills with 60 High-Impact Activities

## Negotiation at Work: Maximize Your Team's Skills with 60 High-Impact Activities

IRA G. ASHERMAN

ebooks / Download PDF / \*ePub / DOC / audiobook



 Download

 Read Online

#1432970 in eBooks 2012-04-11 2012-04-11 File Name: B009RQ6UTI | File size: 30.Mb

**IRA G. ASHERMAN : Negotiation at Work: Maximize Your Team's Skills with 60 High-Impact Activities**

before purchasing it in order to gauge whether or not it would be worth my time, and all praised Negotiation at Work: Maximize Your Team's Skills with 60 High-Impact Activities:

0 of 0 people found the following review helpful. Four StarsBy GaryLots of good activities.0 of 0 people found the following review helpful. Good bookBy Karen MathisGreat ideas3 of 3 people found the following review helpful. Outstanding Negotiation Training MaterialsBy John D. BakerNegotiation at Work is highly recommended as a training resource manual for anyone seeking to improve organizational negotiation skills. Written by Ira Asherman, President of the New York City firm of Asherman Associates, Inc., the book is the product of the author's over 45 years of experience in business consulting, the last thirty of those years focused entirely on negotiation skills. Mr. Asherman is a graduate of The Ohio State University and has done additional graduate work in Industrial and Labor

relations at Cornell University. In addition to this current book on negotiation teaching activities, Mr. Asherman has published two books of role plays for use in negotiation skills training along with a variety of other materials including several articles on negotiation. Unquestionably, Ira Asherman is an expert in negotiation training and brings a wealth of tried and tested materials for improving negotiating skills to this work. If you are a manager seeking to strengthen the negotiation performance of your group, this is a must read. The book is a nuts and bolts approach that provides the structure for real negotiation learning at surprisingly modest cost and minimal preparatory time. Ira Asherman's training program has several important and inherent advantages vs. alternative approaches that underscore its value. Among these are its basis in interactive activities which emulate the core enterprise in all negotiating, its use of field tested exercises and its provision of leader detail that is essential for training success. Each activity in the program includes suggestions on such essential instructional elements as the activity's objectives, the number of participants it is designed to include, the time required for the completion of the activity, and helpful supplementary notes to guide the trainer. It is a complete package, minimizing training preparation greatly. Organized topically, the exercises begin with pre-course activities to establish the preliminary course expectations and the negotiation experience of the participants, and then move through such topics as negotiation planning, negotiating styles, and a host of negotiating skills ranging from the art of questioning through framing positions to methods of issue ranking. The book also includes a wealth of supplementary training materials to further enhance the delivery of the course. Among these associated materials are a dozen case studies, four negotiation transcripts, overhead projections, role-plays and a wide array of worksheets and other handouts. It is a true treasure trove of training resources, thoughtfully designed and presented by a master negotiation trainer. Importantly, the 8 1/2" x 11" page size employed in the book makes the copying of instructional materials an easy task. Lastly, the work includes seventy pages of specialized material focused on sales negotiation. There are 10 sales negotiation activities and a large number of handouts, role-plays, self-evaluations and worksheets for the sales force to buttress the basic core knowledge about negotiation they learned earlier in this book. This is a practical and thoughtful book, designed for both the negotiation trainer and the corporate manager to produce solid performance results. Highly Recommended. John D. Baker, Ph.D. Editor The Negotiator Magazine ([...]).

Negotiation is an essential part of doing business, but to be an effective negotiator one must master a wide variety of skills such as listening, self-awareness, conflict resolution, assertiveness, and more. So it stands to reason that in order to teach such a complicated subject, managers and trainers need proven, powerful activities. *Negotiation at Work* is the answer. The book is packed with 60 interactive lessons designed to instill confidence and transform participants into strong negotiators. Each activity includes a description, detailed directions, goals, additional resources as well as notes for the trainer. The exercises are designed to help learners:

- Plan effectively for a negotiation
- Ask the right questions
- Build trust
- Analyze each negotiation creatively
- Strategically frame each party's needs and interests
- Successfully negotiate with difficult people
- Determine their own negotiating style
- And much more.

Featuring transcripts from real negotiations, case studies, assessments, and even practice negotiation sessions, this handy book includes everything readers need to successfully train others in the fine art of negotiation.

"Business collections interested in negotiation and teamwork will find this an excellent choice." --The Midwest Book From the Back Cover Training people in the art of negotiation requires you to instill in your participants a wide variety of skills, and the best way to do so is through exercises that get them up on their feet, actively practicing the techniques used by seasoned pros. *Negotiation at Work* supplies you with the tools and guidance you need to lead learners smoothly and effectively through any training situation. Packed with 60 interactive lessons designed to inspire confidence and transform participants into strong negotiators, the book makes it easy to show people how to:

- Plan effectively for any negotiation
- Ask the right questions
- Build trust
- Analyze each negotiation creatively
- Strategically frame each party's needs and interests
- Successfully negotiate with difficult people
- Determine one's own negotiating style
- And much more.

Taking you step-by-step through each training exercise, the book precedes each activity with a description, detailed directions, goals to shoot for, and additional resources, as well as notes to help you get the most out of each exercise and the most from your learners. Filled with tools such as case studies and negotiation transcripts, the book enables you to instruct others in concepts such as listening, self-awareness, conflict resolution, and assertiveness. *Negotiation at Work* shows you how to include the traits and behaviors of every successful negotiator and discusses the power of perception, cross-cultural negotiation, assertiveness, questioning techniques, and the use of different negotiating styles. In addition, you'll find material necessary to lead practice negotiation sessions, and allow learners to evaluate and assess their current negotiation abilities. Negotiation is an essential part of doing business. Giving you the guidance, instruction, and practical, down-to-earth strategies you need to facilitate fast, targeted training sessions for any team or group, in any work environment, *Negotiation at Work* is a must have resource for turning novice negotiators into masters. IRA G. ASHERMAN is the president of Asherman Associates and has been a management consultant for the last 30 years. He is the coauthor of several books, including *The Negotiation Sourcebook*, Second Edition, and *The Sales Management*

Sourcebook. He lives in New York City. About the Author IRA G. ASHERMAN is the president of Asherman Associates and has been a management consultant for the last 30 years. He is the coauthor of several books, including The Negotiation Sourcebook and The Sales Management Sourcebook.