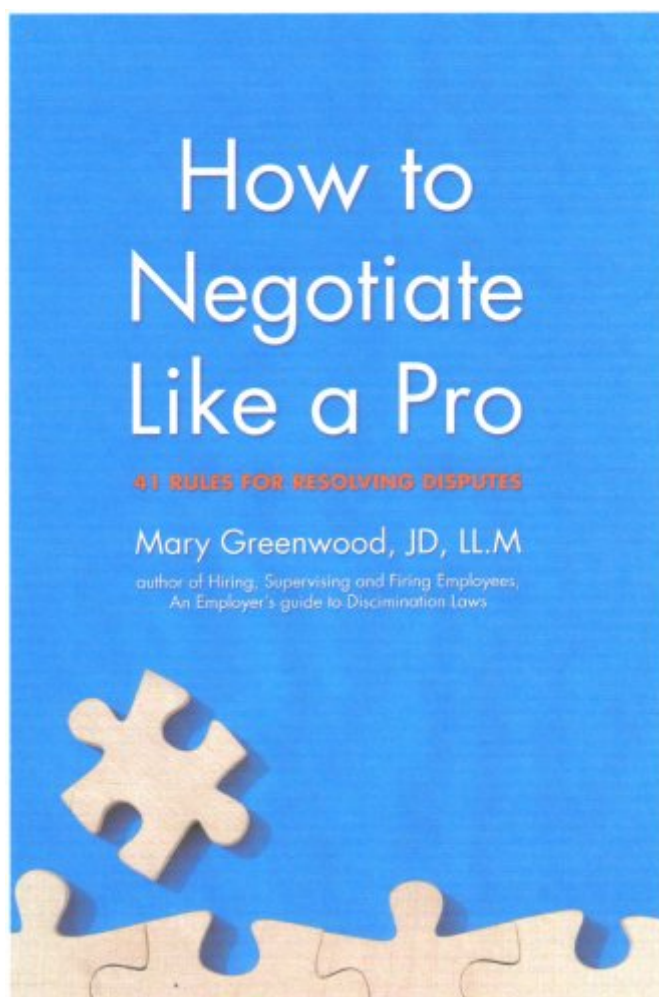


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# How To Negotiate Like A Pro



## Synopsis

Winner of six book awards For over twenty-five years, author Mary Greenwood has worked in careers that required expert negotiation. After becoming a professional union negotiator, she began to notice a specific set of rules people use to settle disputes. Greenwood compiles many of these rules in *How to Negotiate Like a Pro: 41 Rules for Resolving Disputes*, an easy-to-understand guide to negotiating any type of situation. Among these rules you will find the following: Focus on the goal and resist being distracted by emotions ? Request ground rules? Avoid negotiating against yourself? Do your research? Know when to walk away Greenwood lists each rule and subsequently offers a concise explanation on how and when to use it in your negotiations. She explains the emotional frame of mind you need for negotiations and reveals the preparations, strategies, and tactics required to close the deal. Telephone and on-line negotiations are also discussed.

## Book Information

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## Customer Reviews

Mary Greenwood, J.D., LL.M., has written an indispensable, sensible and very knowledgeable book that everyone needs by their right hand. *How to Negotiate Like a Pro* contains 41 rules about how to

negotiate just about anything, from face-to-face, to online, to eBay; to divorce. I liked Rule 2: Look forward: the past is called the past for a reason. Or what about that strange Rule 3: You don't have to be Right to Settle. What? Mary Greenwood tells you how. Then there is rule 19: Never Take No for an Answer. But she cautions you to listen to the other party carefully so you can determine if their arguments might allow you to change your mind. Below each Rule's explanation, Ms. Greenwood has a little section called: Script: a small part of a script for Rule 19 is: "I understand what you are saying, but what if we did it this way?" These scripts set you right into a negotiating setting, using "I" so that you get immediately into the verbal reality of a negotiating moment. Mary Greenwood gives you tips on How to Negotiate with Your Boss, or ex-Spouse, or how to get a good rate at a hotel. She covers an extensive list of the negotiating situations we all find ourselves in. There is an appendix of negotiation terms. Just today, after I had read a little of her book, I found myself suddenly in a situation where I had to be negotiating, and quickly. As I lost it, yelling down the phone what I wanted, I thought, "Oh, my goodness, I have to finish How to Negotiate Like a Pro!" I picked it back up and read like fury. Next time, ah, I will have all of it down pat, thanks to this very thorough book which can be used constantly as a reference as the daily world hurls us its negotiating moments.

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