图书基本信息

书名:《完美谈判关键词 Perfect Phrases for Negotiating》

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内容概要

The right phrase for every situation . . . every time The latest guide in the top-selling, easy-to-use Perfect Phrases series gives you the correct vocabulary to use to get the best salary or job offer possible. Using words and phrases that take away the taboo surrounding the subject of money, you can ask for what you want-and deserve-with confidence. Provides quick, easy steps that prepare readers for salary negotiations, job interviews, or performance reviews, giving them the competitive edge

书籍目录

Part One: Preparing for Salary Negotiation Where Are You Coming From? What Is Your Current Situation? Out of Work You Are Currently Employed You Are in the Middle of a Job Hunt Why Do You ThinkYou Should Get Paid More Money? **Emotions versus Pragmatics** Why Now? What Is Your Role in the Company as Opposed to Your Stated Position? How to Create and Expand Your Knowledge Base What You Need to Know--and Why Research Your Selling Points Research the Current Job Market. Industry, and Economy: Research Your Options Thinking Outside of the Pay Envelope Define Compensation: What Does It Mean to You? What Are the Costs of the New Job? Looking the Part Reconsider Your Bargaining Transportation Make a Plan Crunching Numbers Negotiation Framework First Rule of Negotiation: Do Not Negotiate If You Do Not Want the Job Second Rule of Negotiation: **Points** Be Careful about What You Ask For How to Negotiate How Do You Negotiate? How Should You Negotiate? With Whom Should You Negotiate? When Should You Talk Money? Should Your Future Be Held Hostage to Your Past? Rules-You Need to Know Them before You Can BreakThem Negotiating Guidelines Examining the Offer(s) Closing the Negotiations Electronic versus Hardcopy Applications Online Applications Hardcopy Applications Recruiters and Headhunters: Are They Useful in the Negotiating Process? Part Two: Dealing with Salary Questions before and during the Recruiting and Selection Process Opportunities That Require a Written Response Questions That May Arise at Courtesy Interviews and Information-Gathering SessionsPart Three: How to Negotiate the Total Compensation Offer: Salary Benefits, and Perquisites Part Four: Negotiating at Your Current Job

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