



# Think Before You Speak: A Complete Guide to Strategic Negotiation

By Roy J. Lewicki, Alexander Hiam, Karen Wise Olander

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Think Before You Speak

Think Before You Speak takes you through the entire negotiation process in all its variations and contexts, both in business and everyday life. By preparing you to think clearly and strategically, this invaluable guide gives you an edge that will help you to achieve success while maintaining the best possible relations with those opposing you. Here's an outline of how Think Before You Speak leads you through the strategic negotiation process:

## CHAPTER & TOPIC

- \* Overview/Plan
- \* Assess Your Position
- \* Assess Other Party
- \* Analyze Context
- \* Selecting a Strategy
- \* Competition
- \* Collaboration
- \* Other Strategies
- \* Building Collaboration
- \* Resolving Conflict
- \* Third Party Help
- \* Communicating
- \* Legal/Ethical Issues
- \* Multiple Parties
- \* Global Negotiation
- \* Improving Negotiation

## STEP IN PROCESS

- \* ANALYZE STRATEGIC ISSUES
- \* SELECT A STRATEGY
- \* INITIATE THE NEGOTIATION PROCESS
- \* MANAGE THE NEGOTIATION PROCESS

\* OBTAIN OUTCOMES AND LEARN FROM THE EXPERIENCE

Practical, authoritative, and comprehensive, Think Before You Speak gives you the tools to handle any negotiation with confidence.

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## **Editorial Review**

### **From the Publisher**

One of the most respected figures in the field of negotiating and conflict management shares his proven strategies and techniques for becoming an effective negotiator. An insightful, step-by-step guide, it schools readers in such important concepts as when to negotiate and when not to; knowing whether to use a collaborative, competitive or other strategy; how to identify and leverage the sources of power and more. Contains anecdotes and case studies that bring all the ideas to life.

### **From the Inside Flap**

The ability to negotiate to get what we want is one of the most valuable and consequential skills in life, yet it is rarely developed in any systematic way. In business and in everyday life, we need to know how to represent our own interests as well as we possibly can. *Think Before You Speak* is a powerful, plain-English guide for developing the specific skills you need to handle any negotiation—calmly, confidently, and successfully. Written by a leader in the field of negotiation and conflict resolution, this authoritative guide prepares you for every point in the negotiation process, so that you can enter it with a focused mind, aware at all times of your goals, options, tactics, and strategies.

The product of years of analysis of all kinds of negotiations, *Think Before You Speak* shows you how to size up an opponent, analyze the overall context of the negotiation, and accurately assess your own position. It will show you how to select a specific negotiating strategy, and how to change strategies when the situation requires it. To keep you from falling into the common traps and snares of negotiation, this invaluable book will make you aware of your own assumptions and biases, as well as those of your opponent. You will learn the Twelve Rules of Strategic Negotiations, the key points in competitive negotiation, and special techniques for breaking through the "difficult" behavior of your opponent. In each chapter you will find instructive case studies and anecdotes that illustrate the ways these skills can be applied to real-life situations.

Designed for immediate practical use, *Think Before You Speak* gives you a superb set of tools to help you achieve more satisfying results in all your negotiations, and better relationships with those on the opposite side of the table.

### **From the Back Cover**

#### **Think Before You Speak**

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4. Analyze Context

5. Selecting a Strategy
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8. Other Strategies
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#### **Users Review**

##### **From reader reviews:**

##### **Ben Hernandez:**

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##### **Alma Lewis:**

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book. So it is very wonderful.

**Michael Fischer:**

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