

HOW TO: GET THAT PAY RISE | BUY A CAR | PURCHASE PROPERTY

EXPANDED EDITION

LOVE

“I ~~hate~~

negotiating”

**FREE
CHAPTER!**

**CHANGE YOUR THINKING
AND LEARN HOW TO
GET WHAT YOU WANT**

© 2019, Sam Trattles

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of the publisher.

A CIP catalogue of this book is available from the National Library of Australia.

Trattles, Sam

I Love Negotiating

ISBN: 978-0-6485422-0-9

First edition published 2017

Second edition published 2019

Cover design: Melissa Mylchreest

Sub-editors: Kate Warner, Sarah Pickette

Layout: John Aquilina

I Love Negotiating is available to purchase on Amazon, Booktopia or contact Sam's team to arrange a signed copy or bulk purchase support@othersideofthetable.com.au



WRITE A PLAN (TO GET A PAY RISE)

STRATEGY

GET A GAME PLAN

PROFILE

ADVENTURER

OVERVIEW

If you are about to negotiate something that is highly important to you and you have an emotional attachment to it, it's crucial to have a written negotiation plan (your Cheatsheet).

ACTION

According to a recent survey by salary.com, **59% of people dread salary negotiations** because it causes feelings of nervousness and apprehension. To help combat these feelings, if you are heading into a salary negotiation for a new job, or your current job, it's important to have a written plan.

This could be as basic as having a few bullet points on a piece of paper to help you stay focused and on topic, particularly if things get tough in the conversation.

The more important and more complicated your negotiation is, the more time and detail you should invest in your plan.

Craft a plan in line with the complexity of the deal.

Here are six things to consider in your plan:

1. Keep calm and be patient.

- The process is likely to take weeks (12 weeks on average), so set your expectations and consider how you will manage your energy and emotions throughout the process.

- Make sure you keep a simple diary of your progress and conversations so that you can refer back to it. At the end of the process, you can always them to backdate that increase to the start of the process.



2. Prepare the scene. Ensure there are no surprises by creating the best opportunity for this conversation to succeed.

- In advance, make sure your manager is aware of the purpose of the meeting.
- Instead of asking for a meeting about a pay rise, **change the conversation from the get-go: ask for a meeting to discuss your value in the company.** This will help them understand that you are talking 'big picture'.
- Pick a time and day that they are typically quiet; if something major comes up for your manager, move your meeting.
- Consider what they might say or how they may react. Remember, managers are rarely trained in how to handle situations like this – they get nervous too.
- Brainstorm your upcoming negotiation with people-managers you know, your mentor and someone who knows your manager. Have notes ready to help you guide your response to your manager's potential reactions.

*Ensure the conditions are
in your favour.*



3. Know your end goal. What do you want?

- If it's more money, note down three figures:
 - Your dream number _____ (you would be over the moon with this number)
 - Your ideal number _____ (you would be happy with this number)
 - Your walk away number _____ (lower than this and you will not be happy.)
- If it's something else, e.g. reduced hours, part-time, flexible working, etc. Note your three desired outcomes for this too.
 - If your manager isn't able to give you the increase in salary you're after, what else will you be happy with, e.g. training, reduced hours, extra annual leave, work on a specific project, work experience in a global team?

Be clear on where you are flexible.

- What will you do if you don't get what you want? Would you leave or start looking for something else? This exercise is essential for helping you clarify your boundaries and build your confidence. Don't skip or skimp on it!

4. Be clear on why you're entitled to this.

You need to build a strong case for why you deserve this. Managers can't just give you an increase because you've been there for a long time, because they like you, or because of your lifestyle choices. Something has to have changed, e.g. you have more responsibility, more staff, or your role now covers a bigger geographic area.

- Create a comparison of your actual (outdated) job description with the roles and responsibilities you undertake in reality.
- Get a copy of your company's policy for pay increases and be clear on the rules and timing for increases.
- **Change the conversation.** When you are discussing your potential pay rise or improvements to your employment conditions, introduce language about your value, i.e. what you are worth in the business. This will change the conversation from being only about money, to also about value, and about what's fair and reasonable.



5. Think for the person you are negotiating with.

- Are they the decision maker? If not, consider how you can help them sell your case up the chain.
- What alternatives to a salary increase are available?

Could they give you additional leave, an increased bonus, shorter working hours, a car space, fewer staff or additional training?

6. Be brave when it counts.

- Once you have walked through your case with your manager and it's time to talk turkey, you have two choices: put your 'dream' figure/result on the table or put no figure/result on the table.
- Whichever path you choose, you need to end with 'So, what are your thoughts?' Then say nothing for as long as you can – about 45 seconds should do it. Shhhhh! They are the manager, let them lead.



Now you need to close this deal. If your manager says:

YES 😊

They think they can make this happen, make sure you are clear on the next steps; i.e. Who's doing what? By when? What is required to make it happen?

NO 😞

If your manager says that they don't think it is possible, ask them:

- If not now, then when?
- Why not now? What do I need to focus on to make this happen?
- When can we discuss this again?
- How will we track my progress towards getting what I want?
- Who needs to be across this decision?

Good luck!

Notes for next time

I'M READY TO GO

NAILED IT

About the author

Sam Trattles is Commercial Deals Negotiator with 20 years of corporate experience in negotiating multi-million-dollar deals. Her relaxed tone and writing style make it easy to understand complex concepts and to learn how to apply them on a daily basis.

Sam enjoys working with brands, rights holders and individuals to help them secure the best deal, with the best possible returns. She also runs training and coaching programs to help individuals and teams negotiate with confidence.

If you have a big deal that you would like Sam's help with, she can be reached via othersideofthetable.com.au or LinkedIn.



Buy the book



If this book has sparked a desire for you to learn more about negotiating then why not get in touch to discuss:

- the online training program - Negotiation Fundamentals,
- live deal support,
- corporate training programs tailored to your team's needs, Other Side of the Table
- end-to-end negotiation strategy creation,
- or something bespoke to your needs.

Visit my website othersideofthetable.com.au or send me a message through LinkedIn - I look forward to hearing from you.

I Love Negotiating is available to purchase via:



DOES THE THOUGHT OF NEGOTIATING FILL YOU WITH DREAD? DO YOU FEEL YOU COULD HAVE GOT A BETTER DEAL IF YOU KNEW HOW TO PUSH FOR MORE? YOU'RE NOT THE ONLY ONE!

This easy-to-use workbook will guide you through the pitfalls of the negotiation process. It will help improve your negotiation capability. You will change your mindset, build your confidence and approach negotiations with ease.

All the tips, scripts, strategies and tools you need to get what you want will be revealed. This expanded edition has been updated with more detailed examples, activities and tools.

By working through a series of practical activities, tailored to your negotiation skill level, you will learn:

- How to handle nerves, manage emotions and face your fears.
- Strategies to ensure you're prepared for any scenario.
- The secrets to never feeling ripped off again.

By the time you finish this book you will embrace opportunities to negotiate and may even learn to love it!

ISBN 978-0-6485422-0-9



9 780648 542209