



WHY SHOULD YOU LEARN THIS?

Some people can feel uncomfortable when talking about money, but it's a necessary skill. There are very few situations in business where promotions or raises come without you being proactive. Don't get taken advantage of - ask for a raise!

WHAT?

Some businesses have regular performance reviews linked to salaries, but in many businesses the only way to gain a wage increase is by starting the conversation yourself. This can feel confronting, but the reality is that most businesses expect it, and are used to these types of requests so when you ask in a professional way it is unlikely to have any negative consequences. The worst thing that can happen is that they say 'no'.

INSTRUCTIONS:

- Prepare your pitch for a higher wage before making an opportunity to have a formal conversation with your boss. This will allow you to speak confidently, even if you feel nervous about the conversation. You may want to time your conversation so that it happens after you finish a successful project or before they set the budget for the next year.

WHAT TO DO:

- 01 Mention how long ago it was since your pay was last set and why things may have changed. In general, it is appropriate to have these kinds of conversations about once a year.
- 02 Do research about what other people in similar positions are being paid. This is called your 'fair market value' and is a useful way to make a case for an increase in salary. You can find this out by asking contacts what a similar job would earn at their workplace, or by looking at online advertisements for similar positions. Many industries publish award or pay reviews.
- 03 Describe why you deserve to be paid more. To help with this, you should highlight your accomplishments and successes within the business. Be specific and point to clear examples, such as: 'My participation in _____ (such as a conference or event) received positive feedback from customers and increased our visibility in the market.'
- 04 Be prepared for a range of responses. You may be told that they will get back to you; in that case, you may want to set a date for a follow-up meeting. If you are told that you will not get a raise, be prepared to ask for advice on what you might need to do in order to be successful in gaining a raise in the future.

05

Keep the conversation focused on measurable goals, achievements and business results. If you feel you are being given vague promises, set a date for a further review based on specific actionable items.

06

Be confident and professional when making your case. Do not get overly emotive or personal.



GOT IT?

➤ Feeling confident in asking for a raise is an important job skill. You should prepare your pitch, speak confidently and professionally.



TRY THIS

One of the best ways to prepare is to ask a friend or family member to role-play the conversation with you.

SO WHAT?

➤ Negotiating your own salary shows other people that you are confident about your own worth. Although it may make you nervous at first, this is normal and being ready to ask for a raise can help you be more confident in other business discussions.

WHAT ACTION WILL YOU TAKE?

- Think carefully about when you time your conversation
- Plan what you want to say
- Do your research
- Claim your business successes



IF YOU LIKED THIS ONE YOU MIGHT WANT TO TRY...

- How to Make an Ethical Business Decision
- How to Introduce Yourself
- How to Pitch an Idea
- How to Say No