Making Your Case for Salary Negotiation or Promotion

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Walden University Career Services Center
[http://careercenter.waldenu.edu](http://careercenter.waldenu.edu)
The Walden Career Services Center aspires to be a cutting edge, global career services center preparing our learners to navigate career transition over a lifetime. To achieve this vision, we educate, coach, and advise our learners to proactively manage their careers.
Faculty Presenter

Henry Brashen, Ph.D.

- Program Director, M.S. in Leadership and MS/Human Resources, Walden University
- Educator for more than 30 years
- Founder, Clear and Effective Communications
- Ventriloquist, runner and long distance swimmer

Research Interests: Leadership, Human Resource Management, Intercultural communication, gender communication, conflict resolution, nonverbal communication, online teaching.
Topics

• Identify willingness and ability to negotiate for salary and/or promotion.
• Examine necessary negotiation preparation steps.
• Utilize key tips for negotiating salary.
• Utilize key tips for negotiating a promotion.
Negotiation

Negotiation occurs when you strive to get what you want and need from others. You and the other side have some interests that are shared and others that are opposed.
Skills Needed to Negotiate Successfully

• Self-Awareness
• Self-Esteem
• Listening Skills
• Assertive Skills
• Conflict Resolution Skills
Preparation Steps To Negotiate a Salary or Promotion

• Do your research.
• Consider your options and what you are willing to consider.
• Identify potential questions and/or pushback you might encounter.
• Focus on interests and not positions.
• The more ways you give people to say yes, the more chances you have to get what you want.
When You Are Negotiating a Salary...

- State the situation in clear, objective, and non-judgmental terms.
- Identify and discuss each other’s wants and needs.
- Establish common ground.
- Problem solve. “No” usually doesn’t mean “No.”
- Bargain, but never burn bridges.
- Close.
Negotiating a Salary - Some Potential Objections

• That’s not what we can pay.
• Someone else can do it for the salary we are offering.
• You have no track record with us.
• I’ll have to request special approval.
Positioning Yourself for Promotion

• Revive your imagination and dare to dream.
• Develop a plan.
• Attend relevant workshops and classes.
• Find a mentor and a coach.
• Get a sponsor.
• Read (use Google Alert and news feeds).
Positioning Yourself for Promotion

• Join associations such as the International Leadership Association, SHRM, or PMI.
• Volunteer.
• Seek feedback.
• Be positive.
• Never give up.
Negotiating a Promotion - Some Objections

• You are too new.
• You don’t have the experience.
• Jill has been here longer and has been very loyal.
• I didn’t know you had those skills.
Who Will Do Your Current Job After Your Promotion?

• Employers consider the outcome of the staffing change
• Show your promotion won’t disrupt your current work area
  – Anticipate new opportunities
  – Bring your projects to closure
  – Groom your replacement

(Asher, 2007)
Create Your Own Future

• Listen.
• Ask questions.
• Be positive, encouraging, patient, and genuine.
• Collaborate.
• Never give up.
Walden Alumnus Success Story - Terri Helfer, PHR

• BS in HR Management from Walden
• Promoted twice within 5 years from Employee Relations Specialist to Coordinator to Director
• Both promotions were positions created specifically for her
Terri Helfer’s Advice

• Make yourself invaluable to your employer
• Save money, be creative, improve processes and systems, track trends
• Identify the requirements (such as earning her degree and HR certification) for the next promotion and close the gaps
• She maintains her focus on the next promotion - a VP position
Research Salary Information

If you are wondering what similar jobs pay in your geographical area or what your salary would equate to in another location, there are numerous websites you can research for salary information. These include: Salary.com, Monster.com, the Bureau of Labor Statistics, and JobStar. If you are asked what your salary requirements are, it is preferable to ask the employer what their range is before you state a figure. If the employer insists on knowing your requirements, it is a good strategy to bracket your requirements by providing a salary range based on your research. For example, “My requirements are within the range of $50K to $65K.” That leaves you more negotiating room if the figure they offer does not meet your salary requirements.

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Resources


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Food for Thought

“The greatest accomplishment is not in never falling, but in rising again after you fall.”

Vince Lombardi