

SALARY NEGOTIATION

FACILITATOR: Chapter Advisor, DMD, another Delta Tau Delta alumni, but you can also consider an outside speaker with their own curriculum

TIME NEEDED: 60 minutes

SUPPLIES:

(1) – Insurance/Benefits matching worksheet/quiz for each participant

(1) – Pen/pencil for each participant

LEARNING OUTCOMES:

- Participants will be able to identify the different types of insurance to look for when applying for jobs.
- Participants will be able to identify specific personal needs to be met when looking for insurance/benefits packages at various jobs.
- Participants will be able to identify which types of benefits they may be able to negotiate when a job offer is made.

WELCOME		
FACILITATOR TALKING POINTS	<ul style="list-style-type: none">• Start with a warm-up activity to get the group connected and energized.• Set up any ground rules (i.e. no cell phones) and expectations (i.e. everyone joins in the discussion).• Review the schedule or timeline with the group.• Review the course descriptions and learning outcomes with the group found in the guide.• Start with a personal story that links this topic to your audience.	TIME: 10/10
TRANSITION	<ul style="list-style-type: none">• Now that we are familiar with one another and understand what we'll be covering today, let's get started.	1/11

OPENING SECTION

<p>FACILITATOR TALKING POINT</p>	<ul style="list-style-type: none"> • How many of you can think of a time when you were sick, needed glasses, dental work, broke a bone, sprained something, were experiencing anxiety or another mental health issue? • Now, in that situation, did you know right away that you could get help with whatever the issue was you were experiencing, without having to worry about the financial cost? • If so, I'm sure that was a relief. If not, what did that feel like? What did you do? • When you are applying for jobs, it's extremely important to consider what benefits your job may offer outside of a salary. Even if you make more than you need, you may still have unexpected expenses that come up that need to be addressed in order to allow you to continue to work and provide for yourself and maybe others. 	<p>TIME: 4/15</p>
<p>ACTIVITY INSTRUCTIONS</p> <p>-use values inventory worksheet -everyone will need a pen/pencil</p>	<ul style="list-style-type: none"> • First, let's test our knowledge in terms of what types of benefits/insurance exist that need to be considered when determining where to apply or whether or not to accept a job when offered. • Hand each student a matching worksheet. • Tell each participant they need to attempt to match the type of benefit/insurance with the appropriate definition. • After about 10 minutes, go over the answer key with the group and explain each type of benefit. 	<p>TIME: 15/30</p>
<p>TRANSITION</p>	<ul style="list-style-type: none"> • Now let's take a look at a couple of companies that offer different benefits. Break into groups of 4 or 5. Each group will be provided with a different case study. Highlight, underline, or circle benefits offered by the company or other aspects of working for the company that you find interesting. 	<p>TIME: 1/31</p>

<p>FACILITATOR TALKING POINTS</p> <p>-these tips should be on a flip chart paper posted for all participants to see</p>	<p>HELPFUL TIPS</p> <ul style="list-style-type: none"> • During the conversation, speak slowly and calmly and not at a nervous, quick pace. Show your competence. • Push the money conversation off for as long as you can, for after you've gotten the offer. If asked specifically to name a number on a job application, enter N/A and follow up with something like: "I'm sure we can find a number that's fair for both of us. Right now I just want to learn if there's a good fit from my perspective and your perspective." • If you can put yourself in a situation with multiple offers, you can also say something like: "You're my top choice, but I want to be totally honest with you — I have two other offers, but if we can work this to a fair number, I think we can sign this and get this done." Make sure to say this in a firm and candid tone and keep things non-adversarial. • Use the "briefcase technique": Ask the manager what the company's top challenges were in the previous year. (You should already know the answer to these questions by doing research). After the manager shares their answers, you can say something like: "I've prepared a document to outline what I would do in the first 30, 60, 90 days to address those issues." You want to make the hiring manager feel that giving you an extra \$5,000 is a bargain with your preparedness. 	<p>TIME: 9/40</p>
<p>TRANSITION</p>	<ul style="list-style-type: none"> • Now, once you've accepted a salary for your first job or a new job, you shouldn't expect to stay at that salary forever. Even if your company has scheduled raises, you can still negotiate promotions, salary raises and other benefits. You just have to be prepared with the right tools to negotiate in your favor. 	<p>1/41</p>

<p>FACILITATOR TALKING POINTS</p>	<ul style="list-style-type: none"> • Let's examine a model for how to negotiate a promotion or raise in a job you've already secured and have held for some time. • First, it's important to recognize that there are certain situations where it is not appropriate to ask for a raise. Some of those situations might include military positions, government jobs, or an entry-level position like a barista where everyone is pretty much at the same level. • If it is appropriate to negotiate, you can't just walk into a current employers office and just ask for a raise. The employer already knows you and knows your current rate. You must MAKE A CASE FOR WHY it makes sense to give you a raise. • Find out what the other side wants or needs. After you've considered salary averages in your field, and you've identified what you will ask for, make sure to keep in mind what the other side might be willing or able to offer. Keep focusing on it as a collaborative offer. Find ways to make both you and your manager happy. • Offer ways that you plan to exceed expectations and ask what your manager would like to see you. Ask if there are any projects you can take on to help you gain experience and gain rationale for why you deserve the raise. • Identify areas in which you believe you can help the company grow. Bring a plan for what you will do to reach these goals in 30, 60, 90 days. • Put more on the table than just your salary. Negotiate other perks, like more vacation days, days you can work from home, or if you have a job that requires a lot of travel, mileage reimbursement, the use of company car, or assistance paying for cell phone and internet. • Finally, practice, practice, practice. Role-play or practice your argument with fraternity brothers, or other family and friends. • <p>IMPORTANT NOTE: Don't forget to be prepared in case your employer says "no."</p> <ul style="list-style-type: none"> • • Managers are skilled at negotiating too. You will likely hear "no," before you hear "yes." Try to make a list of objections you might anticipate from your manager and have a response prepared for each. Remember, you need to have good rationale. Bring proof of your performance, goals you've set, etc. • This is the best time to try to negotiate items outside of just salary. The company truly might not have the budget to offer you a raise, but may allow you to work from home once a week. 	<p>9/50</p>
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ACTIVITY	<ul style="list-style-type: none"> • Let's spend some time practicing some of the strategies we've just discussed. • Pair off with another brother in the room. You will each receive a case study with the role of employee and manager. In each scenario, read your role and play it to the best of your ability. When your role is to play the employee, use the strategies we've discussed after preparing your argument. • Take turns playing each role and provide one another feedback on confidence level, and ability to stay calm and competent during the negotiation. 	9/59
CLOSING	<ul style="list-style-type: none"> • Thank the participants for their hard work and offer the following resources for extension activities: • http://www.payscale.com/salary-negotiation-guide • https://www.roberthalf.com/accountemps/job-seekers/career-center/career-advice-and-job-search-tips/salary-negotiation-tips-for-recent-college-graduates 	

Sources:

<https://www.forbes.com/sites/laurashin/2013/06/26/new-grads-heres-how-to-negotiate-your-salary/3/#470f096d4c79>