

**EARN WHAT
YOU'RE WORTH**

**SALARY NEGOTIATION
PLANNER KIT**



FREE OFFER



LET'S GET STARTED.

Welcome to *Earn What You're Worth*. In this success kit, you'll work through five key steps for researching the position you should take during a salary negotiation – and then taking that position confidently.

The tools you'll be working with are based on what I discovered during my research for *6 Habits of Savvy Female Negotiators*. They are based on the thinking, speaking and body language habits of highly successful female negotiators.

So let's get started making YOU one of those savvy women!

FIVE STEPS TO SUCCESS

Benchmark

It's obvious you won't be able to negotiate well if you don't know what is reasonable in your industry. However, common sense doesn't always prevail. Many of the professionals (especially the women) I coach, in fact, have not done their research. They don't know what a reasonable offer would look like. They underestimate the value of their skills and their experience. They've given no thought to what terms and conditions they're expecting to receive as part of their salary package. Lack of clarity in these areas means these people are setting themselves up for failure. Don't you be one of them. Complete the benchmarking exercise before you go to that job interview.

Write down your aspirational salary figure

This is the salary figure you aspire to. It represents your ideal outcome from the salary negotiation. Many professionals underestimate their worth, so aim high. I'd suggest adding around 20% to what your best guess is. Then check this out against the results of your benchmarking. You'll probably be delighted to find that what you want is in fact perfectly reasonable within your industry. Although you may not actually receive your aspirational figure, it's important to have something to aim for during negotiations. This will keep you focused and on-track when you're talking about what your expectations are.

Set a clear walk-away point

Your walk-away figure is your bottom line. If an employer refuses to match your walk-away figure, it is time to abandon the negotiation. If you're scared you'll negotiate past this point, ask a friend to help you rehearse ways to close the conversation. All it takes is two or three practice sessions to have you feeling assertive when you are discussing your salary. If you'd like some professional help in preparing for your interview, speak to me about options for one-to-one coaching. Find out more with your free [coaching starter pack](#).



List possible packaging options

It's called a salary package for a reason but many job candidates forget this. Your salary package includes far more than simply the dollars you receive each pay period. A range of items can be included when you're negotiating your full salary package. Use the checklist in the Success Planner section to work out what you can negotiate for. If you're creative, you may find that you can add several thousand dollars to your package by including a wide range of options other than dollars. You'll find that many employers are willing to negotiate these as they're an easy way to satisfy you without blowing salary budgets.

Plan your first move

Many people fail to negotiate the salary they're worth, because they don't know how to respond to an employer's initial offer. Instead of negotiating, these people simply say 'yes'. Be sure you don't fall into this trap! It's important that you memorise two or three lines you can use to signal that you expect to negotiate. It's very important that your response sounds natural and is spoken in a voice that resonates. For this reason, it helps to create a response that fits with your personal style. Use the Success Planner sheet to do this.

SALARY SUCCESS PLANNER

Benchmark salaries

1. Check the website of your professional association. This will probably contain benchmarking figures for salaries.
2. Speak to recruiters. Ask them what a reasonable salary range would be for you
3. Talk to colleagues who work in other organisations. Ask them about the typical salary range for jobs that are like yours
4. Check out the Australian Human Resources Institute (AHRI) website. This contains information about salary benchmarks across a range of industries
5. Write the typical range for professionals in roles like yours here

\$_____ .00 to \$_____

Calculate your aspirational salary figure

1. Jot down your best guess about what you're worth
2. Add 20% to that amount
3. Write the resulting figure down and circle it – this is your absolute dream salary

My best guess about what I'm worth is \$ _____ .00

20% of that amount is \$ _____ .00

My best guess plus 20% totals \$ _____ .00

Set your walk-away figure

1. Write down your current salary
2. Calculate 10% of that amount
3. Add the 10% figure to your current salary
4. The total is the absolute lowest figure you should be prepared to accept. If you're offered any less, walk away.

My current salary is \$ _____ .00

10% of that amount is \$ _____ .00

My current salary plus 10% totals \$ _____ .00.
This is the absolute minimum I will accept.

List packaging options

1. Tick 3 items you would be prepared to include in your salary package.

Mobile phone

Car or car allowance

Parking expenses

Additional holiday time or flexible hours

Childcare

Training or study costs

Airport lounge membership

Insurance

Laptop or tablet

Gym membership

Professional association membership fees

2. Estimate the annual worth of each item

3. Add the estimated figures to identify the maximum amount you are willing to concede in dollars if packaging options are offered

Choice 1 is worth \$ _____.00 per year

Choice 2 is worth \$ _____.00 per year

Choice 3 is worth \$ _____.00 per year

The total of all three items is \$ _____.00 per year.
This is the maximum I will concede if exchanging dollars for salary packaging options.

Plan your first move

1. Here are some phrases you can use to respond to an employer's initial offer. Tick 2 that you would feel comfortable using.

I could only accept that figure if _____ happens

I was thinking of a higher amount

I have a higher figure in mind

I'm sure you have room to negotiate

That figure doesn't quite match my expectations

Given my experience, I'm expecting a higher starting salary

I'd like to discuss a higher figure which I'm sure we can negotiate

Given my current salary, I'm looking for something higher

While that figure isn't what I am expecting, perhaps we could discuss salary packaging options/a performance bonus

Now rehearse making your opening statement, in a calm and confident voice. Remember that I am here to help. You can learn more about building your negotiation skills in 6 Habits of Savvy Female Negotiators. Use your discount coupon and [sign up](#) today.

ABOUT THE AUTHOR ELEANOR SHAKIBA



Eleanor Shakiba is known by her clients as ‘the glass ceiling smasher’. She has trained over 50,000 professionals in the art of high impact thinking and communication. She writes and consults in the areas of leadership development, gender diversity and breakthrough communication.

Eleanor started her career as a writer and theatre director. She next moved into training and management roles in universities. Today, she is one of Australia’s leading trainers in the field of positive psychology. Eleanor is passionate about equipping talented professionals— everywhere – to thrive. She provides pro bono coaching to high potential women in developing areas, as well as working with corporate clients to develop talented people. Eleanor delivers a range of programs designed to overcome the ‘glass ceiling moments’ professionals typically face as they progress in business.

**WANT TO WORK WITH ELEANOR ONE-TO-ONE?
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