

My Annual Accomplishment Audit

Your key to a successful negotiation



Dr. Gillian Leithman

www.lifeskillstoolbox.ca

WELCOME

so glad you're here!

Let's do introductions!

I am Dr. Gill, and I help employees develop their soft skills -that is the people side of business. I take my inspiration from the social science literature, marinate in the empirical findings and then figure out how to apply these great insights into strategies and tactics that will help us become, healthier, happier, and more successful humans!

Like so many, Covid 19 forced me to rethink my business model. I have always dreamed of taking my business virtual and these past 2 years I have devoted considerable time to developing virtual trainings. While the transition hasn't always been smooth, I have been loving the experience, the learning and the opportunity to reach more people.

Next, get yourself your favourite beverage of choice and find a nice quiet spot where you can reflect on these very important questions to prepare for your next promotion. If you want, I have a [video](#) that will walk you through the workbook but the negotiation challenge has long since passed - so discount any mention of the challenge!

Lastly, if you have not already done so, I invite you to join the Life Skills Toolbox Tribe and stay up to date on the latest social science research.

Please reach out to me at gill@lifeskillstoolbox.ca should you have any questions.

To your success!

Dr. Gill

Gillian Leithman, PhD

Step 1: Think through what you want

The first step in the negotiation process is to reflect on what's possible. Use this list to get inspired and add your own desires.


- I want more money
- I want a different title
- I want to work on more prestigious projects
- I want more managerial responsibility
- I want to make a lateral move
- I want to work from home
- I want to work on more challenging assignments
- I want more autonomy
- I want more freedom to be creative
- I want to be recognized for my hard work
- I want opportunities to learn new things
- I want access to professional development opportunities
- I want a mentor
- I want more power and authority
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Get Inspired!

STEP 2: Assess your Institutional Reputation





What are my strengths, what do I need to work on?

What is the precedent in this firm for getting a promotion?

In your opinion, am I ready to assume this new role?

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STEP 3: BUILD YOUR CASE

After you've determined what you want, build a persuasive case as to why you deserve to receive what you're requesting, especially if you are asking to be promoted before your firm's standard promotion cycle.

What solutions have you delivered?

What financial impact have you had on the business?

What employee surveys, customer feedback, awards & recognitions justify your ask?

Who should succeed you?



Next Steps

Negotiating a salary increase, asking for a change in title, or requesting more workplace responsibility is unlikely to occur after one conversation. You must plant the seed and then nurture the discussion over time. Here are a few ways to conceive of this process.

Initial conversations

I really enjoy my work, and look forward to making a contribution to the team and the organization.

Planting the seed

I would like to discuss what it would take for me to get to the next level. What does excellent performance look like? Can we review my progress in three months time?

Nurturing the discussion

As discussed, I have spent more time in face-to-face conversations with our clients in preparation for assuming more responsibilities. Do you have any feedback for me about my performance?

Interested in learning more?

If you found the content interesting and the audit useful you may want to check out our masterclass called *Ask: women and negotiation*.

Did you know that women who don't negotiate first time salaries lose out on three quarters of a million dollars over the course of a 45-year career? And this doesn't include additional wealth tied to salary, such as bonuses, stock options, and pensions.

What is it that prevents women from negotiating for themselves?

For many, it is a very loud voice (if you are lucky there is only one!) inside their head that screams, "*why can't you just be happy with what you have?*", "*don't get too pushy!*", or "*what makes you think you're deserving of more?*".

The good news is that voices can be quelled and have nothing to do with talent or capabilities.

When you learn how to ask for what you want with tact, diplomacy and confidence, a world of opportunities will open to you and transform your life.

This Masterclass is not just for women. Men are encouraged to join the session.

48% of the current Canadian workforce is female. Learn how to empower the women in your world, be it your wife, sister, mom, grandma, daughter or employee, to negotiate on their own behalf.

While we think it is a useful and worthwhile workshop, don't take our word for it! [Check out the testimonials about our content and delivery.](#)

To your negotiation success!

Dr. Gillian Leithman

[P.S. Are you a member of the Life Skills Toolbox Tribe?](#)



MEET DR. GILLIAN LEITHMAN

Dr. Gillian Leithman is a corporate trainer specializing in soft skills and managerial training. Much of her work centres on teaching employees and students how to develop positive interpersonal skills in and out of the boardroom.

Gillian is an Adjunct Professor at Concordia University where she teaches in the Goodman Institute of Investment Management.

She has facilitated seminars for companies such as, Distech, Lassonde, Bell Canada, Telus, TD, Novartis, The RCMP, BMC, HSBC, BDC, Exxon Mobil, The Canadian Institute of Health Information, SAP, Hollis Wealth, Service Now, Distech, and Moody's Canada - to name a few.

She holds an honours undergraduate degree in Psychology, a Master of Science in Management, and a PhD in Management and Psychology. She has been featured in the Montreal Gazette, The Wall Street Journal, The National Post, The Canadian HR Reporter, The Financial Post, Forbes, Next Avenue, and the Conversation Canada.

She is the founder of Life Skills Toolbox™ and Rewire to Retire™