



# *My Annual Accomplishment Audit*

Your key to a successful negotiation



*Dr. Gillian Leithman*

[www.lifeskillstoolbox.ca](http://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 has forced me to rethink my business model. I have always dreamed of taking my business virtual and these past 4 months I have pivoted to online training. While the transition hasn't always been smooth, I have been loving the experience, the learning and the opportunity to reach more people.

If you have not already done so, I invite you to join the Life Skills Toolbox Tribe and be sure to sign up for our 5-day Negotiation Challenge starting August 10th. You can find more details on the last page of this workbook.

Next, click on the video and I will walk you through this workbook and help you prepare for your next promotion. This is just one example of how to prep for a negotiation.

Please reach out to me at [gill@lifeskillstoolbox.ca](mailto: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
- 



*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?

A  
S  
K  
!

## 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?

# Have you signed up for our 5-day Negotiation Challenge?

Do you associate negotiation with battle and confrontation?

Do you believe there is a winner and loser and that you must display you are rough and tough to intimidate your opponent?

Do you think that to be a successful negotiator you must claim all of the pie for yourself?

If you answered yes to any of these statements, it is highly probable that you will tank your next negotiation, or that it will end in no deal, or a deal that is far from optimal, for both you and your negotiation partner.

If you want to know how to do it right and increase your odds of getting what you want, join the challenge!

Make sure to register in order to receive all the details and handouts.

Mark your calendars the challenge will take place August 10 to 14.

To your negotiation success!

*Dr. Gillian Leithman*

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