

Negotiation Tips

Want to advance your career? Don't sit back and wait for them to offer you a promotion, ask for one!


How to get a promotion


If you want a promotion, you've got to stack the odds in your favour. Think about what you want before talking to your boss. Claudine Bergeron, a specialist in professional coaching, explains exactly what you need to do.

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BEFORE THE MEETING

1. Take courses that are related to the position you want

"You have to gain both knowledge and skills," says Mrs. Bergeron. Are you in charge of managing staff? It might be a good idea to improve your communication skills.

2. Let your supervisor know that you are interested in climbing the corporate ladder

Mention your interest to your boss in a meeting or during a casual conversation. This will give him or her a chance to think about it before you make your official

request.

3. Show them you've got the skills and the time...

...But not too much! "Volunteer to tackle a challenging situation," Mrs. Bergeron suggests. For example, you could bring in a client who has been difficult to convince. However, don't rack up a lot of overtime in the process. "Companies look for efficient people who don't make a habit of staying late at the office. People like this are able to balance their personal and professional lives."

DURING THE MEETING

1. Don't beat around the bush

"Getting straight to the point shows confidence and determination," states Mrs. Bergeron.

Explain how the company can make use of your knowledge and skills by assigning you new tasks. "It helps if you bring a few ideas to the table."

2. Give your boss a short written summary of your achievements

Including numbers is always a good idea. For example, you may have contributed to a 40% increase in production. Your boss will then have something to present to colleagues or even his or her superior.

3. Don't talk money until the promotion is approved

"You want your boss to understand that you're interested in new challenges, not just a raise," stresses Mrs. Bergeron.

4. Establish when you'll get an answer

"Don't leave your request open. You're in charge of your career," Mrs. Bergeron.

5. If the answer is negative, ask why

It's very important not to get aggressive. After all, there may be some room for negotiation, as Mrs. Bergeron indicates. And if there are no opportunities to advance on the horizon, it might be time to look for greener pastures.

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- Throw the round if playing against a boss or a client

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