

ANTICIPATE AND PREPARE FOR YOUR MANAGER'S OBJECTIONS

Instructions: Imagine yourself in the room where the meeting with your manager will take place. See yourself presenting your well-researched and documented case for a pay raise. What questions, objections, and obstacles do you anticipate? Write them out below.

Put a star next to the anticipated objections above that you believe are *legitimate*.

Put an X next to the anticipated objections you believe are just *smoke screen excuses*, that is, those which conceal actual reasons.

Your discernment of the two types *prior* to the meeting can help you clarify hidden agendas which in turn, may guide you in developing your negotiation strategy and replies.

Instructions: Write scripted replies to the anticipated objections. (See next page.)

Notes: Whatever your manager's response, maintain a collaborative frame of mind, not a combative one. Craft replies which have a problem-solving tone, a not pleading one. Use an approach which aims to meet the needs of both parties thereby moving the negotiation along to a mutually-agreeable outcome.

Your communication style, your negotiation style, your boss's personality and needs, and your employer's culture must all be considered as you craft your scripted replies.

Here are four steps to keep in mind as you craft your replies to anticipated objections. Find an explanation of each step in the accompanying Day 5 lesson transcript.

1. Get acknowledgment from your boss of the *merits* of granting the raise, even though s/he contends there are reasons it can't be granted.
2. Be prepared to reframe the raise objection, to ask clarifying questions, and to negotiate from the list of options you developed earlier.
3. Be prepared to negotiate to negotiate.
4. Practice, practice, practice your scripted replies to each of your anticipated objections.

Start your custom-crafted scripted replies to objections here:
