

## ROLE-PLAY THE PAY RAISE MEETING WITH A PARTNER

Role-playing your pay raise meeting is one of the highest-impact preparation steps you can take in the entire process. You'll be tempted to skip this step. Don't. Role-playing helps you anticipate and manage the *emotional* aspects of the pay raise negotiation.<sup>1</sup> You need that, yes?

Give as much time as possible to do *repeated* rehearsals of the pay raise conversation. It will make a difference you can measure in thousands of dollars. Use the steps below to plan and guide your role-playing sessions.

1. Choose a trusted friend or colleague as your role-playing partner, someone with whom you feel comfortable expressing your emotions, and preferably, someone who knows your manager.<sup>2</sup>
2. Arrange and confirm a date, time and place for the rehearsal. To the degree it's practical, simulate the setting where your actual meeting will take place.<sup>3</sup>
3. Set up a video camera to record your rehearsal. A smart phone's video camera will do.
4. Have handy in a folder or on a table and ready for presentation when needed the following: your job achievements list; market value data for your job position; and any other documentation you need to justify your pay raise request.
5. Complete the Pay Raise Meeting Planner: fill in your pay raise goals, your opening lines, your scripted replies to objections, and the options you're ready to negotiate to reach your goals, as needed. Use the Planner for reference in the first few rehearsals, but aim to know your talking points without looking by the time you do the final rehearsal.
6. Equip yourself with additional scripted lines for defusing heated remarks and moving the conversation forward in a constructive way. I highly recommend the Dress Rehearsal chapter<sup>4</sup> in the *Ask for It* book, where you'll find several useful lines for this purpose.
7. Provide your role-playing partner with context of your job situation as it relates to your pay raise request, and give him or her free reign to make the conversation challenging.<sup>5</sup>
8. Hold a power pose for two minutes before entering the rehearsal meeting room. Meanwhile, have your role-playing partner turn on the video camera.

9. Enter the room with a long stride and shoulders back, and greet your “manager,” maintaining engaged eye contact as you do.<sup>6</sup>
10. Simulate the pay raise meeting with your role-playing partner as you discussed. Remember to use relational accounts, “we” language, and other social softeners.
11. Debrief with your role-playing partner. What went well and what needs to be improved?
12. Repeat the pay raise meeting rehearsal at least two more times.
13. Schedule another rehearsal if you’re not yet ready.
14. Meanwhile, review the video recording for a self-assessment. Don’t use it to be critical of yourself; use it to plan and practice improvements in your presentation.
15. Repeat the role-playing until you feel confident, comfortable and ready for the real thing.<sup>7</sup>

## NOTES

1. Linda Babcock and Sara Laschever, *Ask for It*, (Bantam Dell, 2008), 235
2. Ibid., 237
3. Ibid.
4. Ibid., 239, 240
5. Ibid., 240, 241
6. Body Language Rules to Help You Command a Room  
<http://www.forbes.com/sites/work-in-progress/2014/11/17/body-language-rules-to-help-you-command-a-room> Accessed June 23, 2017
7. Linda Babcock and Sara Laschever, *Ask for It*, (Bantam Dell, 2008), 241