

# Speaking up and selling yourself

Learn the lifecycle of negotiating in your career

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# Lifecycle of Negotiation throughout your career

- **Negotiation** the practice
- **Identifying** what you want
- **Branding** finding your voice
- **Interview** getting the job
- **Speaking Up**
  - Promotion
  - Project
  - Pay
- **Moving on**

# Objectives

- Know what negotiation is and is not
- Know and articulate what you want
- Understand company culture, market conditions, and industry and how to brand
- Know how to sell yourself, both at the interview and once at the company
- Know strategies and tactics for your next career move

# Negotiation

## What is it?

A give and take **process** (with stages) in which 2 or more parties seek to resolve conflict or find common ground that is mutually beneficial.

## What it's not

- Emotional
- Ultimatums
- One way
- Demanding
- A single solution

# Stages of Negotiation

- Preparation – Collect data and facts that support your position
- Dialogue/ Exchange – Convey key/critical components that support your position
- Shaping Solution – What solution is in the win-win zone vs. win-lose zone. Discussion, bargaining to land in the zone that is mutual beneficial
- Finalize on Outcome/ Solution – Where are you landing and how it works for both parties
- Define next steps – How do you move forward, action items.

# What do you want?

- Understand and know what opportunities, roles and career are in alignment with your skills, interest and life circumstances
- Know your values and they fit into the roles you currently have
  - Lifestyle – work/ life balance
  - Mental Challenges
  - Culture of office environment
  - Working on a collaborative team
  - Salary
  - Training and development
  - Job security

# Branding

- Elevator Pitch
  - Highlight your strengths and what makes you unique
  - 2 minute maximum

- Scenario:

You are in an elevator with the boss of your boss. How do you describe yourself?

# Interviewing for a job

- Tips:
  - Weave in mission of company
  - Identify strengths and weaknesses
  - Identify real world examples of relevant skills and problem solving
  - Enjoy!
- Scenarios
  - 1) system admin lead that involves both perl and puppet scripting as well as managing a team of four people
  - 2) project manager position overseeing a 10 million dollar roll out of Avaya voice over IP



# Speaking up in meetings

- Tips:
  - Do not apologize
  - Walk into meeting with data and examples
  - Stay relevant
  - Understand the market and the culture

- Scenario

You recognize there are errors in the time estimates during a project timeline planning meeting

# Asking to be on a project/ role change

- Tips:
  - Specificity is key.
  - How can you contribute?
  - How does this drive you closer to what you want?

- Scenario:

Your manager tells you that he is building a team to improve the scalability of the network. Although this is outside your scope as a helpdesk technician, you know that this will help propel you into a new type of position.

# Exercise—Combining cycle to make it personal

- Identify a role, project or career that you are interested in and how it fits into your goals and values
- What are the steps to get there?
- How do you negotiate?

Questions?