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## Ten tips on negotiating a pay rise

Small Business Council concerned by ALP votes

## PAUL FINDLAY @ MAY 25, 2016

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you're a morning person, holding the meeting late in the day can be a disadvantage. Many employees thinking about asking the boss for a raise are intimidated or nervous about the negotiations involved.

familiar surroundings can provide a 'home ground' advantage while, if

However, there are practical and effective negotiation techniques that can help you develop a win-win situation next time you're negotiating a pay

There are lots of practical tips to getting off on the right foot, bargaining technique, controlling your emotions and breaking an impasse. You also need to identify what information to share early in the conversation and

employer wants before negotiating a pay rise. Your employer will be interested in increasing sales and retaining customers. You may be bringing in \$1.6 million in business. You must ask

'am I willing to back myself to do better?' and could say, 'if I bring in \$1.8

million in sales would you pay me 20% of the increase?'

It's always important for the employee to think seriously about what the

Employers like stretch targets. You might push for a 2% increase on your base now and a share of increased sales if they're achieved. That's a win-win. The important thing is to be flexible in the negotiations. Personal negotiating skills are effective listening and speaking, a sense of

humour, a positive attitude, respect, self-confidence, emotional

intelligence, persistence, patience and creativity. Without them,

negotiations will be difficult if not impossible. Negotiation is necessary because neither party will be able to get everything they want. Knowing that there must be concessions, each party should adopt an attitude of understanding that they get the best deal possible in a way which is acceptable to the other. Time of day and location are important – negotiating a pay rise in familiar surroundings can provide a 'home ground' advantage while, if you're a morning person, holding the meeting late in the day can be a disadvantage.

marketplace. If you're going for a pay rise, research comparable salaries for similar positions. Be clear – effective speaking and listening is necessary to establish what

Prepare well - if you're going for a new job, research what it's worth in the

you're looking for and what you're prepared to accept.

essential.

talking.

something than 100% of nothing.

Paul Findlay, Managing Director, PD Training

Our ten top tips for negotiating a pay rise are:

Maintain your self-confidence – don't settle for less than you feel is fair. Good negotiators understand the importance of balance. You'll have to make concessions, but set a bottom line and ensure you are not beaten below it.

Stay positive - negotiations can become fraught so being able to see

Don't blurt out your expectation first – listen to what the employer is offering before revealing what you think you're worth. If it's less than you hoped for, put a counter offer.

another point of view while being sanguine about what you can achieve is

Consider the full compensation package – if the push for a pay rise is being met by a brick wall, negotiate on conditions and benefits.

Don't stop at the first hurdle – if the initial answer is no, don't give up; keep

result. For an advantage in negotiations, try to hold them when and where you are most comfortable.

Reach a consensus – this may be bittersweet, but it is better to have 50% of

Try to influence the time and place – biorhythms can play a part in the

break if you can. There's little benefit in allowing a negative atmosphere to torpedo negotiations at a delicate stage.

Use your emotional intelligence – if the temperature is heating up, take a

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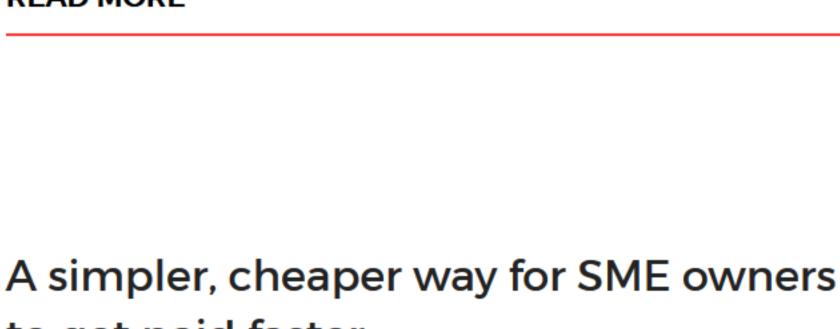
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## Square Invoices allows sellers to create, customise and issue invoices directly from the Square Register app on a smartphone or tablet, or from

Square has today announced the availability of Square Invoices in Australia,

Giving business owners more ways than ever to get paid from one app,

directly from the Square Register app on a smartphone or tablet, or from

Dashboard on their desktop. Invoices are emailed directly customers, who

Square Invoices allows sellers to create, customise and issue invoices

can then select to pay online securely with Visa, MasterCard or American Express credit or debit cards. With the simplest and most accessible pricing in market, sellers can send unlimited invoices and access all of the features of the Square platform for

free, and are only charged 2.5% when an invoice is paid online with Square,

giving visibility and confidence to business owners knowing that they can

Sellers can track all sales and outstanding invoices from their Dashboard,

combined with any sales processed through Square Reader – giving a full

picture of business performance in one location with powerful reporting and payment tracking features. 'Optimising cashflow is critical to the survival and growth of any business and, unfortunately, Australian small businesses experience some of the slowest invoice payment speeds in the world. Research shows us that over

\$19 billion is locked away in outstanding invoices owed to businesses, and

with 90% of small business failures a result of poor cashflow, we're proud

to bring tools to Australian sellers to ensure they've got every way to get paid,' commented Ben Pfisterer, Square Australia Country Manager.

Square Invoices has a straightforward feature set designed for a variety of

business types, from trades through to consultants, professional services

• Send invoices directly from your smartphone or tablet wherever you're

doing business, reducing time typically spent manually issuing invoices

and chasing payments after hours. Allow customers to pay conveniently and securely online through Square, with payments deposited directly into your bank account. Customers are

never charged a transaction fee to pay online.

contracts – send unlimited invoices and access the Dashboard reporting and tracking system free. Sellers are only charged when an invoice is paid online through Square.

• Pay no recurring monthly subscription fees, hidden charges or long-term

 Access powerful features designed to simplify invoice issuing and tracking, such as scheduling, customisable invoices and print on demand, giving you time back to focus on business growth.

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