

Remuneration Conversation



Salary and pay discussions can be an uncomfortable conversation. If you're considering asking for an increase to your current arrangement – consider the below.

- Being clear, prepared and organized with what you'd like to say, can make all the difference to the outcome.
- Ensure you're feeling confident in your reasons for a request for a salary increase.
- Think in the shoes of your manager and the company, being prepared with any objections that may arise.
- Like any organization, they will want to know – what's in it for them if they agree to an increase.
- It is crucial you're aware of your manager's communication style. Consider if you need to make a pre-arranged time to have the discussion rather than springing it on him/her at 5pm on a Friday afternoon.
- Be concise in your request while still outlining your justification for an increase.



Checklist	Check
Know your current package – each component including bonus structure, study allowances or car / phone inclusions, extra leave days	
Factor in any money spent on extra training courses	
Prepare a list of all achievements and ‘wins’ throughout the year	
Know in advance the date and amount of your last increase	
Ensure you have a copy of your latest KPI’s and development plan	
Know the company’s KPIs scale and rating system	
Devise a written plan on what you’d like to achieve for the coming year	
Do your research. Know the market asking rate or banding for your role	
Have a clear figure of what figure you’re asking for and why	

Checklist	Check
Know what's important to you in your overall package. Are extra leave days something that interests you? Do you want Uni fees included in your package for your ongoing study and development?	
Obtain a clear answer on how the approval process works and timeframe	
Consider and research if a title change is required	
Consider if your responsibilities for increased remuneration aligned with your overall goals, ie – growth in staff management	
Consider and ask....what's in it for the company. Why the increase? What are the new expectations?	
Prepare for any objections that may arise	
Pick your timing. If the remuneration discussion does not fall in line with the scheduled review periods, pick a time to talk to your boss that will garner you the best opportunity for success as well as a well-received conversation.	

Notes:

Base	Super	Bonus	Study	Allowances	Total	Date of last increase	Amount	Current Market Rate



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