Workshop: Negotiate Your Salary with Confidence

Number, Evidence, Answer, Rehearse, Record

Bonus material for uniquestoremarket.com's "How to Negotiate Your Salary with Confidence" guide. A facilitator script that walks a client or small group through the guide's five chapters live, in one session, with role-play for the expectations question and the three answers. This covers career negotiation, not financial advice.

Session objective

By the end of this session, each participant leaves with: (1) a target, a floor and a walk-away with the evidence beside each, (2) three one-sentence achievements, (3) a rehearsed answer to the expectations question and to yes, no and "not right now", and (4) a follow-up email drafted with blanks.

Format and length

75–90 minutes. Works 1-on-1 or in a group of up to 6–8, working in pairs for the role-plays. Needs: paper or a shared doc. Ask participants beforehand to bring three job ads that state a salary range and one published survey figure for their role and location; anyone without them uses the support lead example from Ch. 1.

Agenda

1. Opening — "a hopeful figure and no evidence" (10 min)

Say: salary conversations feel high-pressure because they're usually improvised; most people walk in with a hopeful figure and no evidence and walk out with whatever was offered. Ask each person to write down the number they'd be pleased with, before any research (the Ch. 1 micro-start), and keep it face down. Tell them the gap between it and the market data is itself the lesson.

2. Ch. 1 — target, floor, walk-away (15 min)

Teach the three numbers: a target near the top of the market range, a floor you'd accept without resentment, and a walk-away below which you decline or stay put. Walk through the guide's support lead: ads at 42–52k, 45–55k and "up to 58k", a survey median of 47k, market range 45–55k, so target 55k, floor 48k, walk-away 45k. Note the pre-research number was 50k. Participants write their own three numbers, each with its evidence beside it, then compare with their face-down number.

3. Ch. 2 — the Evidence File (15 min)

Each person writes an unfiltered list of the last 12–18 months for 4 minutes, with no editing. Then they pick three and compress each into one sentence with a number where possible. Use the guide's examples as models: first-reply time from 31 hours to four, two hires up to speed in three weeks instead of six, an out-of-hours rota with no gap in eleven months. In pairs, each says the three sentences aloud; the listener says which sounded strongest.

4. Ch. 3 — role-play: the expectations question (15 min)

Each person writes their range sentence, with the floor at their floor, and a one-line deflection. Pairs then role-play the same question arriving three ways: a recruiter on a first call ("What are you expecting?"), a hiring manager mid-process ("Where are you on salary?", so add one evidence sentence), and a form with a single-number field (enter the target, not the floor). The listener notes where the speaker's voice wavered.

5. Ch. 4 — the three answers (15 min)

Participants draw three boxes (yes, no, not now) and write a response in each, two minutes per box. Teach: yes means thank you, repeat the number, ask for it in writing, nothing else on top; no means ask what would need to be true for the number to work; not now means attach a date and a measure before the conversation ends. Then pairs play it live: the partner gives a random one of the three without warning. Use the guide's “no budget until the new financial year” example for the not-now case.

6. Ch. 5 — in writing, and four options (10 min)

Show the guide's same-day follow-up email (salary to 52,000 effective 1 April, review at the November cycle, team-lead duties added to the role description, with an invitation to correct). Participants draft their own with blanks. Then list the four options if the answer stays no: accept and stop asking for a defined period, negotiate non-salary items, set a specific review date, or start looking. Each person marks which they would actually take.

7. Share-out and close (5–10 min)

Each person reads out their range sentence and their weakest of the three responses, and says what they'll rehearse this week. Close with the guide's point: pressure comes from surprise, and there are only three ways this conversation can go. Remind them that what they can afford to accept is a personal financial question, and tax or debt questions deserve professional advice.

Facilitator notes

- The commonest failure is a vague number: do not move past step 2 until each target, floor and walk-away has its evidence written beside it, not just a feeling.
- Watch for ranges whose floor the person would resent. The guide's rule is that the bottom must be a number they would genuinely accept; ask them to say it aloud and judge how it feels.
- Not-now is the response people skip, because it feels like progress. Do not accept a response in the role-play that lacks both a date and a measure.
- Do not let the evidence sentences stay on paper. The guide has people practise them aloud until they sound ordinary rather than boastful; if a sentence sounds boastful, shorten it to the figure.
- Make no promises about outcomes. The aim is preparation: a number, the evidence behind it, and a prepared answer for every reply.

Full guide: uniquestoremarket.com/negotiate-your-salary-with-confidence