



Smart Salary Negotiations

Overview

Elevate's Smart Salary Negotiations training takes a proactive approach to negotiation practices and strategies participants can use to successfully negotiate their salary and benefits package. Current concerns such as gender pay gap and systemic racism make salary negotiation even more complex for those who do not understand their rights. This training highlights the latest Equal Pay Act legislature, so each participant is equipped to recognize his or her ability to negotiate a salary and benefits package aligned with education and experience.

Learning Objectives

This empowering program will give participants the tools and insight to:

- Know your value
- Be confident during negotiations
- Take control of your career opportunities
- Be empowered to ask for what you want

Course Agenda

This program will be modified with input from The City's contracting officers based on the initial kick-off meeting.

Smart Salary Negotiations for Teens

Module 1: Understanding Worth vs. Value

- How to Manage Your Expectations
- Skills Practice

Module 2: Research Techniques

- What You Should Look For
- Using the Job Description
- Comparative Analysis
- On-line Scavenger Hunt

Module 3: Effective Communication Skills.

- Defining Your Target Salary and Benefits
- Skills Practice
- Language Scripts
- Dealing with Pushback
- Role Play
- Creating a List of Alternatives
- Get it in Writing
- Let Your Professionalism Shine Through
- Interactive Discussion

Smart Salary Negotiation for Recent College Graduates

Module 1: Equal Pay Act

- Overview of the Law
- How Much is Your Education Worth?
- Gender Pay Gap

Module 2: Understanding Worth vs. Value

- How to Manage Your Expectations
- Skills Practice

Module 2: Research Techniques

- What You Should Look For
- Using the Job Description
- Comparative Analysis
- On-line Scavenger Hunt

Module 3: Effective Communication Skills.

- Defining Your Target Salary and Benefits
- Skills Practice
- Language Scripts
- Dealing with Pushback
- Role Play
- Creating a List of Alternatives
- Get it in Writing
- Let Your Professionalism Shine Through
- Interactive Discussion

Smart Negotiation Skills for Adults in the Workforce

Module 1: Experience and the Equal Pay Act

- Overview of the Law
- How Much is Your Experience Worth?
- Gender Pay Gap

Module 2: Understanding Worth vs. Value

- How to Manage Your Expectations
- Skills Practice

Module 2: Research Techniques

- What You Should Look For
- Using the Job Description
- Comparative Analysis
- On-line Scavenger Hunt

Module 3: Effective Communication Skills.

- Defining Your Target Salary and Benefits
- Skills Practice
- Language Scripts
- Dealing with Pushback

- Role Play
- Creating a List of Alternatives
- Get it in Writing
- Let Your Professionalism Shine Through
- Interactive Discussion

Smart Salary Negotiation for Adults Re-entering the Workforce

Module 1: Equal Pay Act

- Overview of the Law
- How Much is Your Education Worth?
- Gender Pay Gap

Module 2: Understanding Worth vs. Value

- Blending Your Skills to Explain Your Absence
- How to Manage Your Expectations
- Skills Practice

Module 2: Research Techniques

- What You Should Look For
- Using the Job Description
- Comparative Analysis
- On-line Scavenger Hunt

Module 3: Effective Communication Skills.

- Defining Your Target Salary and Benefits
- Skills Practice
- Language Scripts
- Dealing with Pushback
- Role Play
- Creating a List of Alternatives
- Get it in Writing
- Let Your Professionalism Shine Through

- Interactive Discussion

Train the Trainer

Most people who call themselves trainers today probably didn't start out to be trainers. They often work in a field where they develop extensive knowledge and then are asked to share what they know. Many trainers have some experience with teaching, writing, or leadership, although they come from nearly every field.

As such, people who work as trainers are often put into difficult situations without much understanding of what training is or how to do it well. We know that being a good trainer is the result of developing skills to bring information to an audience. This information will then engage, empower, and encourage continued learning and development.

This 4½ day course will give you the skills that you need so that your students not only learn, but also enjoy the process, retain information shared, and use their new skills back in the workplace.

Participants will also have the opportunity to conduct a short group training session that incorporates these training concepts.

Learning objectives will include:

- Recognize the importance of considering the participants and their training needs, including the different learning styles and adult learning principles.
- Know how to write objectives and evaluate whether these objectives have been met at the end of a training session.
- Develop an effective training style, using appropriate training aids and techniques.
- Conduct a short group training session that incorporates these training concepts.

Day 1

Module 1: Introduction to Training Others

- Open Your Training with PUNCH
- A Day in the Life of a Trainer
- Names and Notions to Know
- Tips and Trip Ups

Module 2 - Purpose

- A Trainer's Process: The 4 Ps
- Needs Assessment: Analysis Basics
- Data Collection

- Questions
- Overview
- Self-Assessment
- Learning Objectives: Developing Writing
- Your Personal Learning Objectives
- Delivery Options
- Names and Notions to Know
- Tips and Trip Ups

Module 3: Preparation

- Adult Learning Principles
- Adult Learning: Assumptions, Conclusions, and Applications
- What I've Learned: Adult Learning Theory in Action
- Names and Notions to Know

Day 2

Module 4: More Preparation

- Characteristics of an Effective Training Program
- Instructional Design: Notes About Design
- Learning Method Categories
- Strategies for KSAs
- A Template
- Transitions
- STOP ACTION!
- Names and Notions to Know
- Applying Verbs to Levels of Learning
- Developing Training Support Materials: Participant Manuals
- Visuals
- Ethical and Legal Considerations
- Names and Notions to Know
- Selecting and Customizing Off-the-Shelf Materials
- Preparing the Logistics for the Session
- Preparing to Prevent Nervousness
- Know Your Training Style
- Names and Notions to Know

Day 3

Module 4: Presentation

- Learning Styles
- Cultural Differences: How Training Style Affects Learning
- Names and Notions to Know
- Establishing a Positive Learning Environment
- STOP ACTION!
- Facilitating, Training, Presenting: What's the Difference?
- Presenting: A Dynamic Delivery
- Lecturettes: Pros and Cons
- Presentation Techniques: Flexibility is the Key
- Tips to Maintain Interest
- Names and Notions to Know
- Presentation Tools Demonstration
- Presentation Tool Tips
- Actively Engage Everyone: Increasing Participation
- Critical Facilitator Techniques
- Names and Notions to Know
- Skill Practice Delivery
- Training/Facilitating Competency Checklist
- Challenges of the Profession
- Challenging Behaviors
- Asking and Answering Questions That Lead to Learning
- Training with a Partner
- Tips and Trip Ups

Day 4

Module 5: Performance

- The Importance of Evaluation
- Evaluating Progress
- Evaluation and Performance
- Names and Notions to Know
- Maintain Your Professionalism
- How the Experts Stay on Top of Their Game

- Good to Great
- Self-Memo
- Tips and Trip Ups

Day 5 (½ Day)

- Training Preparation Checklists
- Training/Facilitating Competency Checklist
- Constructive Feedback

Problem Solving Clinic Format