

Presenting an Evidence-Based Argument for a Workplace Raise



Workbook

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Part 1: Lesson Description

Lesson Title

Presenting an Evidence-Based Argument for a Raise in the Workplace

Overview

The purpose of this lesson is to improve your communication skills, specifically speaking and listening, by constructing and presenting an evidence-based argument in favor of a raise.

The primary audience of this lesson is adults that are studying to take the general education development (GED). Ideally, the adult learners for this course have spent some time in a workplace setting.

Learning Objectives

By the end of this lesson, the learner will be able to:

- Select relevant data to support an argument for a workplace raise
- Identify the right time to ask for a workplace raise
- Craft an evidence-based case for a workplace raise
- Present an evidence-based argument for a workplace raise
- Describe a rejection back-up plan

Part 2: Lesson

Presentation

Story

Antonia is the twenty-year old mother of Sammy, a vivacious two-year old girl. She wants to make a better life for Sammy and herself, so she works hard to excel at her current position as a sales associate at Fionna's Department Store. Antonia stands at the cash register in the women's shoe department of the store reflecting on her morning. It was hectic but now there is a lull and she has a few minutes to relax.

As she reflects on the past year and a half at this job, she feels proud. She loves her job, customers, and coworkers. She got high marks on her reviews; she gets many positive letters from customers; and she consistently exceeds her weekly sales goals. She has done so well that last month her boss had her lead a high profile project, which increased her responsibilities. Coworkers now see her as the guru in this space. She plans to increase her sales another five percent per month over the next six months. However, she has never received a raise and feels a little discouraged because some of her coworkers have received raises. She wonders what she is doing wrong or needs to do differently.

She finally gets up the nerve to talk to her mentor, Steve; the company assigned him to help her acclimate when she was first hired. Steve encourages her to ask her boss for a raise. Steve explains that the company's situation is favorable for a raise; they are doing well financially and want to invest in the employees.

Antonia sets up an appointment with her boss, Melanie, at 8:00 am on Monday morning to ask for a raise. She tells her boss that she deserves the raise because of her hard work and she knows that other employees who perform worse than she does have gotten raises. Melanie listens but does not say much. She seems tired and cranky. At the end of Antonia's presentation, Melanie says she needs to think about it. Later in the week, Melanie tells Antonia that she cannot offer her a raise right now but she can revisit the issue in about three months. Antonia is disappointed.

While watching *Good Morning America*, Antonia sees a segment that talks about the right way to ask for a raise. She realizes that she made some mistakes in her meeting with Malanie and she needs to change her approach. She decides that she is going to be well prepared for the next meeting with Melanie in three months.

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Here is her game plan. She will:

1. Conduct research to find out if her current salary is low, high, or within the appropriate range. She is going use salary.com and reach out to the human resources department to verify this information.
2. Write out a list of her contributions, awards, achievements, and future performance goals.
3. Construct a presentation that includes her contributions/achievements and future performance goals.
4. Design a back-up plan in case her boss rejects her request again. If she does not get the raise, she will ask what she needs to do to improve her performance and what company goals she needs to meet before management will start considering raises.
5. Ask Steve, her mentor, for feedback on her presentation and make adjustments accordingly.
6. Practice the conversation a head of time.

It has been three months and Antonia believes she is ready for the next meeting with her boss. Her salary research revealed she makes about 10% less than the other sales associates do. She incorporated the feedback she got from Steve into her presentation. He told her to consider Melanie's priorities and explain how she will help her boss meet her goals. She has practiced her presentation and rejection plan so many times that she knows it by heart. She wants to make sure her boss is in the best mood. She notices that her boss is always happy on Friday mornings and decides to schedule a meeting for next Friday at 9:30 am.

Do you think Antonia is ready for this meeting with her boss or does she need additional preparation?

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Discussion Activity

Reflect on the story and brainstorm answers to the questions below within your group.

- Do you think the environment at Fionna's department store is favorable for raises right now? Why or why not?
- Do you think Antonia's current salary situation is appropriate per current market conditions? Why or why not?
- What are some examples of Antonia's work performance, contributions, and achievements that support her case to receive a raise?
- Do you believe Antonia selected the right time to ask for a raise? Why or why not?
- What is Antonia's back-up plan if she does not receive a raise?

Use the blank space below to write your answers.

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Presentation Activity 1

Have the group's spokesperson present the answers to the questions in the discussion activity. Use the format below.

We think Antonia should/should not ask for a raise based on the following information.

The company's situation is/is not favorable because ...

Antonia's current salary is appropriate/inappropriate per current market conditions because ...

Antonia displays/does not display high quality work performance because ...

Antonia selected the right time to ask for a because ...

If Antonia's boss rejects her request for a raise, Antonia plans to ...

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Presentation Activity 2

Develop a short script that includes an introduction, body, and conclusion as follows.

- **Introduction:** Show you understand your manager's point of view.
- **Body:** Present your contributions, including how they add value to the company.
- **Conclusion:** Present your performance goals and ask for a raise.

Use the example below as a guide and use the blank space below the example to write out the script (presentation).

Two-Part Case Script Example

Introduction

"Thank you for taking the time to meet with me. From last quarter's financials, I can see that our profits have increased. I know that there is pressure to continue increasing the company's profits and I would like to contribute to this goal. (Show you understand your manager's point of view.)

Body

One way to increase profits is to increase sales. For the past six months, I've consistently added value to the company by exceeding my sales target by five percent each month. In addition, I receive at least five positive customer testimonials per month. (Present your contributions and how they add value to the company.)

Conclusion

My goal for the next six months is to increase my sales an additional five percent by reaching out to my loyal customers. May I have a five percent pay increase? (Present your performance goals and ask for the raise.)

Guided Practice

Presentation Criteria

Use the criteria below to develop your argument.

Presentation Rubric			
Criteria	Criteria #1	Criteria #2	Criteria #3
Does the argument have a clear introduction, body, and conclusion? *	Introduction	Body	Conclusion
Does the argument present at least three unique contributions?	Contribution #1	Contribution #2	Contribution #3
Does the argument present at least three performance goals?	Goal #1	Goal #2	Goal #3

* **Introduction:** Show you understand your manager's point of view; **Body:** Present your contributions, including how they add value to the company; **Conclusion:** Present your performance goals and ask for a raise.

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Feedback Criteria

Use the criteria below to provide feedback to the other learners in your group.

Peer-to-Peer Feedback Rubric			
Criteria	Criteria #1	Criteria #2	Criteria #3
Does the argument have a clear introduction, body, and conclusion? *	Introduction	Body	Conclusion
Does the argument present at least three unique contributions?	Contribution #1	Contribution #2	Contribution #3
Does the argument present at least three performance goals?	Goal #1	Goal #2	Goal #3

* **Introduction:** Show you understand your manager's point of view; **Body:** Present your contributions, including how they add value to the company; **Conclusion:** Present your performance goals and ask for a raise.

Using the Peer-to-Peer Feedback rubric above to evaluate a presentation and then:

- Give one item/example that supported the argument
- Provide one item that was missing and could be added to the argument

Description	Feedback
Item/Example that supported the argument	
Item that was missing from the argument	

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Evaluation

The instructor evaluates your final presentation using the criteria below. The total number of point you may receive is nine.

Evaluation Rubric			
Criteria	Missing two or more elements (1 pt)	Missing one element (2 pts)	Meets all elements (3 pts)
Argument has a clear introduction, body and conclusion *			
Argument presents at least three unique contributions			
Argument presents at least three performance goals			

* **Introduction:** Show you understand your manager's point of view; **Body:** Present your contributions, including how they add value to the company; **Conclusion:** Present your performance goals and ask for a raise.

Reflection

Answer the reflection questions below. Write you answers in the boxes on the right.

Reflection Questions	
Question	Answer
Today I learned ...	
I was surprised when ...	
I think I will ...	
I would have liked ...	
I now understand ...	

Key Terms and Concepts

Pay raise: An increase to the yearly salary or hourly wage that an employee receives.

Work performance: The tasks and duties an employee performs as a part of his or her job description.

Performance goal: An action or set of actions an employee intends to achieve in the future within his or her workplace.

Contributions: Things accomplished that adds value to the company (e.g., money saving ideas implemented, positive customer feedback, etc.)

Salary data: Yearly salary or hourly wage rates based on research.

Added Value: The results an employee produces that supports the success of the company (e.g., save the company money, increase sales, or increase efficiency.)

Part 3: Supplementary Resources and References

Supplementary Resources

Resources	Location
Accomplishments Worksheet	https://www.livecareer.com/quintessential/accomplishments-worksheet
Salary Data	http://www.payscale.com/ http://www.monster.com/career-advice/article/salary-wizard-calculator https://www.glassdoor.com/Salaries/index.htm
Video	http://www.today.com/series/starttoday/how-ask-raise-7-ways-negotiate-more-money-new-year-t65561

References

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Steen, Margaret. (ND). Can I ask for a Raise Yet? How to Ask for a Raise. Retrieved from <https://www.monster.com/career-advice/article/can-i-ask-for-a-raise-yet-hot-jobs>

Notes