

# NEGOTIATE YOUR WAY TO A MORE CHALLENGING AND SATISFYING ROLE

**Want to feel more empowered? Challenge yourself and learn new skills? Maximize your access to “hot jobs” – the large, highly visible projects, mission-critical roles, and international assignments that provide critical on-the-job development opportunities and accelerate career advancement?**

**If you're ready to take charge of your own career and begin to successfully negotiate your role today, then:**

1

**Get clear.** Identify your interests and priorities before beginning the role change conversation with your manager. Make a list of your professional interests and priorities, skills you'd like to develop, new responsibilities you'd like to take on, and the timeframe for reaching these goals.

2

**Do your homework.** Inform yourself of your organization's strategic plan and related goals by speaking with senior leaders and reviewing the annual report and other available materials. Ensure that you can articulate how your organization's larger strategy will benefit from the opportunity that you've identified.

3

**Pick others' brains.** If you know any colleagues who have already successfully negotiated their role, ask them about their experience. Seek to uncover some of the unwritten rules—those rules that are left implicit for employees to decipher on their own—regarding role negotiation.

4

**Develop it.** Create a written proposal in which you clearly spell out: 1) your track record of accomplishments, 2) the scope of and specific goals for the role change, 3) how the change will positively impact your performance, 4) benefits to the organization, 5) a proposed timeline, and 6) support and resources you'll need to succeed.

5

**Pitch it.** Set up a meeting with your manager, and be sure to share your proposal ahead of time. Be prepared to discuss your manager's questions and concerns and to suggest alternatives (e.g., float the idea of a trial period) if your manager hesitates to support your original proposal.

6

**Follow up.** Agree on next steps with your manager. Check in regularly to discuss your progress as well as any issues that may arise.

7

**Pay it forward.** Transparency is important. Sharing your experience may empower others to negotiate more challenging, satisfying roles themselves.



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