

GOLDEN KEY
CAREER
SUMMIT



HOW TO ASK FOR A
PROMOTION OR A PAY RISE

SUE ELLSON

www.academy.goldenkey.org





GKA

Golden Key Academy

#LearnWithGKA

How to ask for a promotion or a pay rise

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27 June 2024

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Welcome

Understanding:

- when you can ask
- what you need to deliver
- what you need to prepare (including your LinkedIn Profile)
- how you can pitch your request for a promotion or a pay rise

Includes specific tips on what to do and say

Previous GK sessions:

14 June 2023 – [LinkedIn for High Achievers](#)

11 October 2023 – [Online Presence for High Achievers](#)

24 April 2024 – [Self Sufficiency Strategies](#)

Fast Facts – more at sueellson.com

Sue Ellson is a Member of

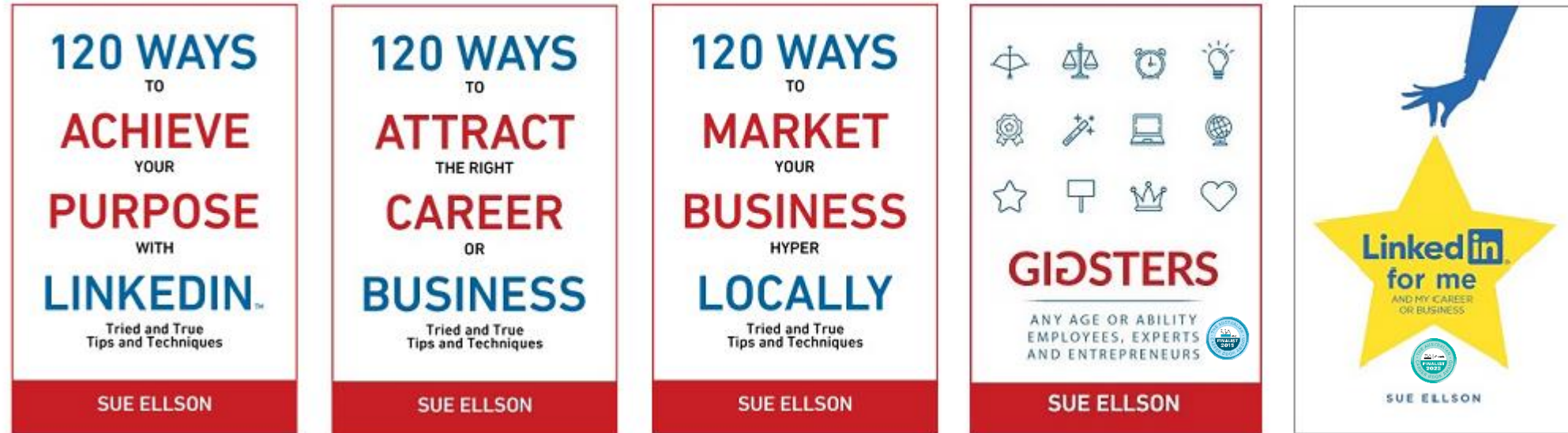


Sue Ellson is the Founder of



<https://sueellson.com/about> and <https://sueellson.com/services-and-pricing>

Author of five books



Latest – **LinkedIn for me and my career or business** – launched 23 January 2023

Give yourself a gold star ★ – update your LinkedIn Profile

<https://sueellson.com/books> or <https://120wayspublishing.com>

Follow / Subscribe to Sue Elson Online



- ✓ LinkedIn Profile <https://www.linkedin.com/in/sueellson> (25,056 Connections, 28,792 Followers)
- ✓ YouTube <https://www.youtube.com/@sueellson> (599 Subscribers, 147 Videos – goal is 1,000+ Subscribers)
- ✓ LinkedIn Page <https://www.linkedin.com/company/sue-ellson> (875 Followers)
- ✓ Facebook <https://www.facebook.com/sueellson2> (223 Followers)
- ✓ Twitter <https://twitter.com/sueellson> (446 Followers)
- ✓ Instagram <https://www.instagram.com/sueellson> (mostly poems) (400 Followers)
- ✓ TikTok <https://www.tiktok.com/@sueellson> (50 Followers)
- ✓ Sue Elson Shares LinkedIn Newsletter (5,997 Subscribers) <https://www.linkedin.com/newsletters/sue-ellson-shares-6869552819440099328>
- ✓ Sue Elson Sharing LinkedIn Newsletter (306 Subscribers) <https://www.linkedin.com/newsletters/7011478630589497344>
- ✓ Sue Elson Website Blog Notifications Email (63 Subscribers) <https://sueellson.com/blog-subscribe>
- ✓ **Sue Elson Email Newsletter (207 Subscribers)** <https://sueellson.com/newsletters>



Quick Points

- ✓ acknowledge traditional owners of land where we are all based
- ✓ this presentation is for people of all backgrounds and it is not professional advice for your personal circumstances
- ✓ slides available
- ✓ assume varied level of knowledge and experience and can read
- ✓ please add any questions you have in the Chat – and make notes – this is like a dream, forget when you wake up!
- ✓ will be asking you what has been most helpful to you at the end (feedback for me)



How to ask for a promotion or a pay rise

1. When you can ask
2. What you need to deliver
3. What you need to prepare
4. How you can pitch your request
5. Questions and answers

1. When you can ask

1. At least six months, but preferably 12 months after your start date
2. At your annual performance review
3. If you have made a significant sustained and genuine contribution (be honest)
4. If you have improved your productivity or performance (3-7 times \$ value)
5. If you have effectively and ethically incorporated AI into your role (Digital FTE)
6. If you haven't asked before and you have been there a long time
7. If you have done your market research on similar roles (myfuture.edu.au)
8. You have independently acquired skills related to a promotion or pay rise
9. Your current role tasks have increased significantly since you started
10. Your decision-maker is reasonably up-to-date with your efforts



Activity: Read <https://sueellson.com/blog/digital-fte-how-ai-can-replace-people-and-the-hourly-rate>

'Without growth, you will become stagnant and eventually irrelevant'

– Kimberly Simpson, Career Strategist USA

<https://www.linkedin.com/pulse/reasons-embrace-new-challenges-work-kimberly-simpson-cprw-cic-ccs>

2. What you need to deliver

1. Indisputable written proof
2. Relevant examples – people and performance
3. Cost savings and productivity improvements
4. Aligned market rates evidence (check Award Rates <https://www.fairwork.gov.au>)
5. Comparison with current job description (all completed plus more)
6. A range of negotiation items – salary, tax options, super, flexibility, allowances, car, hours
7. Insights and suggestions for the future
8. Alternative sources of truth – Testimonials, Recommendations, Endorsements, Reports
9. Collaborators, Supporters and Advocates
10. Records of additional training or professional development completed



Activity: Read <https://sueellson.medium.com/how-to-ask-for-a-pay-rise-b6f7dafdb461>

3. What you need to prepare

1. List of tasks – present tense (in job description + additional)
2. List of achievements – past tense (non-commercially sensitive if on LinkedIn)
3. Skills – listed in About, Experience, Licenses and Certifications, Education and Endorsements
4. Recommendations – at least six both Given and Received
5. Connections – add everyone you meet in person or online (text, chat, email, platform) 60+ or 500+
6. Comparison to previous Performance Review/s and Backup Plan (build your network)
7. Education and Training – recent micro credentials and professional development completed
8. Coaching, Mentoring, Reverse Mentoring, Supervising – strategies and results
9. Proactive Approaches, Initiatives, Projects, Employee Advocacy (supporting the enterprise)
10. Consider a Gender Pay Gap Audit <https://www.wgea.gov.au> Complete Difficult Conversations Course

Activity: Complete <https://www.fairwork.gov.au/tools-and-resources/online-learning-centre/difficult-conversations-in-the-workplace-employee-course>



4. How you can pitch your request

1. Make sure you are fully prepared (genuine self analysis and supports in place)
2. Request meeting in advance (suitable quiet, confidential, non-rushed time)
3. Clarify current role and performance (be polite and respectful at all times)
4. Discuss written summary of evidence
5. Can also discuss what you could improve personally
6. Open conversation about future options (be flexible and understanding)
7. Clarification questions and expectations
8. Set time for follow up and review
9. Gather any additional information
10. Meet to confirm final details and request in writing



Activity: Read <https://www.careerist.com/insights/what-to-say-in-a-salary-negotiation-over-email-or-phone-tips-and-best-practices> (don't recommend negotiating via email)

Where to from here?

Please choose three things from this session to do in three hours from now (or 3 days if you must)

3 in 3

Golden Key Academy

LinkedIn for High Achievers

<https://academy.goldenkey.org/video/linkedin-for-high-achievers>

Online Presence for High Achievers

<https://academy.goldenkey.org/video/online-presence-for-high-achievers/>

Self Improvement Summit

<https://academy.goldenkey.org/product/access-to-golden-key-self-improvement-summit-2024>

Career Summit

<https://academy.goldenkey.org/product/gk-career-summit-2024-guest>



Questions?

How to say thank you

✓ Add a comment in the chat now

✓ Write a Review on

Google <https://g.page/sue-ellson-author/review> (148 Google Reviews) or

Facebook <https://www.facebook.com/sueellson2/reviews> (9 Reviews)

Online <https://sueellson.com/reviews>

✓ Follow Sue Ellson's Socials or Contact directly <https://sueellson.com/contact>



Follow Socials / Contact



Google Review



Facebook Review



Online Review

How to say thank you to Golden Key

Google

https://search.google.com/local/writereview?placeid=ChIJb_osr9OxEmsRoEYbAZ3WmC8

(1 Review)



Facebook

<https://www.facebook.com/goldenkey/reviews>

(442 Reviews)

