

## Salary Package Negotiation Preparation Checklist

Action	Completed Yes / No
Prepare the meeting agenda (keep it brief).	
Research the job market for current salary data & document what you are seeking.	
Prepare the business case (keep it factual and concise).	
List your alternatives & what items you would be prepared to negotiate.	
Anticipate potential objections & prepare responses.	
Book meeting with the decision maker/s on neutral territory.	
Role play and practice of negotiation meeting.	