

the WOMAN PHYSICIAN'S PLAYBOOK



7 Strategies to Gain
Confidence and
Control for Your
Personal and
Professional Success

MODULE 7: NEGOTIATE YOUR WAY TO A BETTER CAREER

Slide Collection



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Woman Physician's Playbook: 7 Strategies to Gain Confidence and Control for Your Personal and Professional Success

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Slide 1

the WOMAN PHYSICIAN'S PLAYBOOK

7 STRATEGIES
to Gain *Confidence*
and *Control*
for Your Personal
and Professional
Success

Module 7. *Negotiate Your Way to a Better Career*

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Module Overview

- Review
- Negotiations 101
- Negotiation process
- Contracts 101
- Contract checklist
- Getting the right help

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7 Strategies

1. Define **YOUR** All (in 2 parts)
2. Take Inventory to Take Control
3. Communicate to Connect and Protect
4. Master Your Workplace: People, Policies and Procedures
5. **Negotiate Your Way to a Better Career**
6. Rise Above Gender Politics
7. Create Work-Life Integration

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Negotiations 101

Definition:
To arrange or settle a situation by discussion and *mutual* agreement.

Process:

- A way to get from point A to point B with both parties believing they are getting a fair deal.
- The benefit of a bargain.
- Series of discussions that reveal expectations and objectives of two parties relating to a situation of mutual interest.

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Negotiations 101

- **Not just** for a new job.
- **Not just** to create a contract.
- Every day we negotiate our way through the workplace (and home), e.g. getting help for a task, asking for more resources, taking care of a patient, discussions with a partner/spouse.
- Negotiating skills impact every part of your life.

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Basic Principles of Negotiations

1. Negotiate anytime you want to go from A→B
2. You need to know your ultimate goal before you make the first move.
3. Once you have clarity on your ultimate goal, you can work backwards to bring the negotiations to the conclusions you seek.
4. When you work this way, you identify all the trouble spots and have a strategy for each one.
5. Allows you to keep your eye on the goal and not get off track.

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Step-by-Step: Process for Negotiations

- Start off on right foot
- Do your homework
- Create prioritized shopping list
- Marshal untapped assets
- Get the right help

Slide 8

1. Start Out on the Right Foot

- Set the right tone by presenting the challenge as needing a solution that will be mutually beneficial.
- Understand the process and stick to it—don't jump any steps.
- Make it a formal process.
- Don't negotiate against yourself—let them make the first offer.

Slide 9


2. Do Your Homework


- Understand what the people and the place you are negotiating with want.
- Understand what they have.
- Know the worth of the job in the marketplace.
- Know your worth in the marketplace/that geographic area.

Slide 10

3. Create Prioritized Shopping List

- Create a list of what you need and want.
- Prioritize—but do not share priorities.
- Some are non-negotiable and others are giveaways—keep to yourself until the right time.
- Different career paths need different shopping lists.





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4. Marshall Untapped Resources

- Identify those things you bring to the situation that might not be apparent.
- Clearly communicate what you bring to the situation (that may or may not be apparent).
- Examples: administrative skills, team experience, research, QAI participation, social media experience, compliance knowledge, etc.



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5. Get the Right Help

- A colleague or faculty champion.
- A senior partner who knows the ropes of the practice.
- For a contractual agreement: an attorney skilled in both contracts *and* healthcare—you need a contract with protections going into and coming out of the situation.
- **Have an exit strategy in place before you start!**
- This is not where you want to skimp.



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What Is a Contract and Why Do I Need One?

Definition:
An agreement between two parties, ranging from a letter to a more formal document.

- In order for a letter/document to be contractual (legally binding), it must have certain components.
- It helps set forth what each side wants, needs and expects.
- It is **protective** to both sides.

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Slide 14

What Is a Contract and Why Do I Need One?

- It is a roadmap that guides career advancement.
- It helps you to achieve your goals.
- Builds confidence.
- Confers respect to the relationship.

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Slide 15

How Do I Get Started?

1. Learn what they want.
2. Understand what you need and want to know.
3. Checklist to help you get started:
 - Organization/Governance of Practice/Institution
 - Practice Productivity Measures
 - Requirements for day-to-day practice/academic environment
 - Compensation issues
 - Other issues


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Next Steps: Homework

1. Make a list of all the documents that govern your work relationship, e.g. contracts, partnership agreements, school pledge, leases, etc.
2. List 3 recent negotiations that you had and rate yourself as to your "success."
3. If you have a contract, check to see if it has all the elements it should.


**Don't go it alone. Get help.
Go write it down!**

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CONGRATULATIONS!
YOU HAVE FINISHED MODULE 7.
NEXT STRATEGY: RISE ABOVE AND DEFEAT GENDER POLITICS
CREATE CLARITY, BUILD CONFIDENCE, and TAKE CONTROL
For Your Personal and Professional Success!

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