

TRI DELTA

AAUW WORK SMART SALARY NEGOTIATION WORKSHOP

PLANNING AND IMPLEMENTATION GUIDE





AAUW WORK SMART SALARY NEGOTIATION WORKSHOP

A COLLABORATIVE COMMITMENT FROM TRI DELTA AND AAUW

Research on the gender pay gap shows that one year out of college, women are already earning significantly less than their male counterparts. We are proud to partner with the American Association of University Women (AAUW) to address the issue and take an important step toward closing the pay gap. Tri Delta remains committed to helping our members live, learn and lead – with Purpose – for a lifetime by providing women the tools to empower and elevate themselves. In 2019, Tri Delta partnered with AAUW to offer the AAUW Work Smart Workshop for select alumnae chapters. AAUW Work Smart program is designed to help women negotiate for a new job, raise or promotion.

WHO IS AAUW?

AAUW is the nation's leading voice promoting equity and education for women and girls. Since their founding in 1881, AAUW members have examined and taken positions on the fundamental issues of the day — educational, social, economic and political. Since its first meeting in 1881, AAUW has been a catalyst for change with more than 180,000 members and supporters as well as 1,000 local branches and over 800 college and university partners.

THE MISSION OF AAUW

Advancing equity for women and girls through advocacy, education, philanthropy and research.

WHY NEGOTIATION?

AAUW's groundbreaking research on the gender pay gap shows that one year out of college, women are already earning significantly less than their male counterparts. Women who negotiate can earn higher salaries and better benefits. By negotiating fair and equitable salaries, women are better positioned to pay off student loans and save for retirement, which add up to greater economic security. Negotiation ensures that women are putting a fair price on their work and setting a benchmark for future salary increases.

AAUW WORK SMART PROGRAM

AAUW is leading the charge by offering AAUW Work Smart, a comprehensive salary negotiation workshop for working women, regardless of age or career level. Using the lens of the gender pay gap, AAUW Work Smart empowers women with the skills and confidence they need to successfully negotiate their salary and benefits. The workshop curriculum utilizes the latest research and negotiation strategies to help women navigate the complexities of job offers and promotion opportunities.

In every two-hour workshop, participants will gain confidence in their negotiation style through facilitated discussion and role-play. Participants will also learn:

- How to identify and articulate their personal value.
- How to develop an arsenal of persuasive responses and other negotiation strategies, including how to get a raise or promotion.
- How to conduct objective market research to benchmark a target salary and benefits.
- About the wage gap, including its long-term consequences.

WHO SHOULD ATTEND?

The AAUW Work Smart program is designed for working women. The chapter is welcome to invite guests, including non-Tri Delta members, to participate in the program as well – but the maximum number of attendees cannot exceed 40. The chapter can also choose to collect a fee for each participant whether the participant is a member or not. The chapter can use the revenue from fees to offset costs for the venue and food.

WHO WILL FACILITATE THE PROGRAM?

Each chapter will designate a facilitator to attend the AAUW facilitator training to enable them to facilitate your event or Tri Delta will work to secure a facilitator for you. If a member is interested in becoming a trained facilitator, please contact volunteer@trideltaeo.org.

AAUW WORK SMART SELECTION PROCESS

During the fall of 2019 and spring of 2020, Tri Delta and AAUW will offer the Work Smart Program to 14 alumnae chapters. Alumnae chapters are invited to complete an interest form to be considered for the program. Please see the next page for a detailed overview of the selection process.

AAUW WORK SMART PROGRAM LOGISTICS

If your chapter is selected to host the AAUW Work Smart Program, you will be responsible for completing the following logistical tasks. While Tri Delta is covering the cost for the program, it is the responsibility of the alumnae chapter to cover all other costs.

DATE/TIME

The AAUW Work Smart program is a 2.5-hour workshop. We recommend that alumnae chapters schedule the workshop on a weekday evening or weekend day and include extra time to socialize with other participants. The chapter's leadership will be asked to discuss outcomes of the experience with the AAUW Work Smart facilitator after the event.

LOCATION

Once your program is scheduled, the chapter will need to secure a designated space to host the workshop. Please be sure that this room will fit up to 40 attendees comfortably and that parking for all attendees is available in close proximity to the event space. In addition, this room must be equipped with a projector, a screen, speakers and a computer. Any expense incurred in securing a room is a chapter cost. To reduce costs, explore options in your community such as library spaces, community rooms in members' apartment complexes or spaces that members that can rent for reduced rates at colleges, clubs and zoos.

MARKETING

Tri Delta Executive Office will send email invitations to all Tri Delta alumnae in the area of the event four weeks and one week prior to the event. A reminder email will also be sent to all participants who have RSVP'd two days before the event. All other marketing efforts will be done by the alumnae chapter.

REGISTRATION

The alumnae chapter will run the registration for the event. Whether that is collecting responses through email or other means, it will remain the alumnae chapter's responsibility to keep Executive Office updated with the names and contact information of registrants.

FOOD

Snacks and drinks should be arranged and paid for by the chapter.

AAUW WORK SMART MATERIALS

The chapter will receive copies of the AAUW Work Smart Workbook for dissemination to workshop attendees.

PLANNING TIMELINE

If your chapter is selected to host the AAUW Work Smart Program, you will be contacted by Executive Office and work to determine the date, time location that best works for the chapter. The chapter will then work with Executive Office to determine facilitator recruitment and needs. After determining this information, chapters are expected to complete the following tasks.

FOUR WEEKS PRIOR TO AAUW WORK SMART

- Contact your facilitator to confirm the date, time and location of the workshop and copy volunteer@trideltaeo.org on that correspondence.
- Tri Delta Executive Office will send, upon request, an email invitation to area alumnae providing the registration link.

THREE WEEKS PRIOR TO AAUW WORK SMART

- Invite your chapter members and guests to register using the registration link.

TWO WEEKS PRIOR TO AAUW WORK SMART

- Request number of workbooks by emailing volunteer@trideltaeo.org

ONE WEEK PRIOR TO AAUW WORK SMART

- Contact your facilitator to exchange cell phone numbers for emergency purposes. Provide details about directions, parking, etc.
- Order/purchase food and beverages for the AAUW Work Smart Program attendees.
- Tri Delta Executive Office will send a one week reminder email invitation to area alumnae providing the registration link.

DURING AAUW WORK SMART

- Meet your facilitator one hour prior to the program to help with the room set up.
- Take attendance and submit the attendance form via email to volunteer@trideltaeo.org
- Provide snacks and drinks.

AFTER AAUW WORK SMART

- Send list of participant names and contact information to volunteer@trideltaeo.org
- Send a “thank you” note to the AAUW Work Smart facilitator.
- All participants will be asked to complete a quick follow-up post survey from Tri Delta.
- The point of contact will provide feedback from the event to volunteer@trideltaeo.org