

Professional Communication

Student's Name

Institutional Affiliation

### Week 8 Discussion: Professional Communication

This week's focus on effective professional communication techniques could not be more timely as I have been contemplating how to approach my boss about a raise. Here is how I plan to apply the communication techniques we have studied to enhance my request.

First, I believe that assertiveness will be crucial. It is important to present my request confidently, ensuring that I communicate my needs clearly without seeming aggressive. I think this shows that I respect not only my worth but also the professional setting of the conversation. For example, I plan to start the conversation with a direct yet respectful statement like, "I would like to discuss my contributions to the team and the possibility of a salary adjustment based on these contributions."

Next, I plan to use evidence-based justification. I have prepared a list of projects I have led over the past year, along with their impacts on our team's performance and efficiency. For instance, the marketing campaign I spearheaded last quarter resulted in a 20% increase in leads, aligning with our department's goals. I believe that presenting this data will demonstrate my value to the team and strengthen my case for a raise.

However, if my boss denies my request, I intend to respond professionally by employing strategies we have learned about handling rejection. I will politely ask for feedback, saying something like, "I appreciate your consideration. Could you provide some insight into what might increase my chances in the future or areas you would like me to improve?" This not only shows that I am open to growth but also keeps the conversation positive and forward-thinking.

### **Peer Responses**

In addition to your original post, be sure to provide a meaningful response to at least two of your peers' posts by the end of the week. In your response to your peers, you might offer some additional insights about their examples.

#### **Response 01**

Hey Sara, great approach! I like how you have used assertiveness and evidence-based justification. One suggestion: Consider discussing the timing of your request, such as during performance reviews or after successful project completions, as it might further strengthen your case by aligning with the company's appraisal cycle.

#### **Response 02**

We are supposed to write two peer responses. I have addressed the given instructions in one response. Following these instructions, you can write your peer responses to the Week 8 Discussion without a hassle.