



The Professional Matrix

Requesting that Supervision be a Paid Benefit by Employers

Step 1: Evaluate the Situation

Ask yourself the following questions to assess your investment potential:

- As an employee, do I stand out or blend in?
- Do I really care about the employer and my daily work?
- Do I make my own effort to learn new job skills so I can add greater value to myself for my employer?
- Career-wise, where do I want to be five to ten years from now?
- Do I have a good relationship with my supervisor, or do I actively avoid talking to management?

Ask yourself the following questions to assess your employer's investment ability:

- Is my employer in a position to pay for supervision?
- What am I specifically asking my employer for?
- Is the person I have chosen to ask capable and motivated to give me what I want?

Step 2: Organize Data and Practice

Create a summary of the work you perform, and your current and future contributions to the agency.

Write down exactly what you want to say. Pick words with great impact.

Rehearse it by reading your script into a tape recorder. Practice with a trusted friend. Afterward you'll feel more comfortable and confident. Then toss the script and go for it!

Step 3: Talk with Your Boss/Manager

Use the handout on how supervision benefits employers in presenting your case.

Remember, *confidence* and *attitude* are what count most! Don't give the impression that you're giving an ultimatum — simply express your needs in a calm, skilled manner.

Go for it! Asking for what I want has never failed me, but I have, at times, failed to ask. (See handout "How to Ask for Anything You Want").

Good luck!



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How to Ask for Anything You Want

- Mark Victor Hansen -

One of life's fundamental truths states: Ask and you shall receive. Is it that simple? Of course it is. The world responds to those who ask. Most people in this world, however, find themselves in settled lives, never really achieving or receiving what they hold in their dreams... because they just never ask.

There are many good reasons to ask, and the rewards are substantial. If you're not moving closer to what you really want, you probably aren't doing enough asking.

∞ Reasons Why We Don't Ask ∞

The following are five reasons people stumble when they have an opportunity to ask. Evaluate which may be making you hesitant to ask for what you want.

Ignorance. Many of us don't know what to ask for. Either we don't know what is available to us because we have never been exposed to it, or we are so out of touch with ourselves that we no longer are able to perceive our real needs and wants. And, in many cases, we don't know who to ask, when to ask, or even HOW to ask.

Limiting and Inaccurate Beliefs. Since our childhood, we've been programmed by our parents, schooling, religious training, and even the media to STOP asking.

Fear. Having learned all about rejection, embarrassment, vulnerability, and hurt in our childhood and early adult years, we find it easier to settle for less than deal with the fear that has resulted from these past experiences.

Low Self-Esteem. Most of us feel unworthy or too inadequate to create the kind of life we want. As a result, we don't believe our needs and wants are worth pursuing.

Pride. Many of us are convinced we need to do everything for ourselves, or we'll look foolish or lose respect among our family and peers.



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≈ Take Control! ≈

The truth is, when you take control of your life by asking for what you want and need, you can accomplish most anything your heart desires. No doubt, you know of people who seem to walk into any situation and any relationship expecting success. They achieve success again and again because they've learned - and acted on - one simple truth: You will reach your goals only with the help of others.

Common characteristics of people who have mastered the art of asking?

- They know what they want and are clear about their vision, purpose and goals.
- They believe that what they're asking for is very possible.
- They are passionate about what they are requesting.
- They act even when they are afraid or feel fear.
- They are persistent. If at first they don't receive, they ask until they do!

≈ Tips for Asking ≈

- 1. Ask with confidence.** A confident state of mind will affect everything else: your body posture, eye contact, tone of voice, and choice of words. When you've figured out what you want to ask for, do it with certainty, boldness, and confidence. The only downside is that your request may be denied. You are in no worse position than before, and it simply means that you need to look for another route for results.
- 2. Ask clearly.** Think clearly about your request beforehand and be precise.
- 3. Explain the benefits.** When you're asking, always be sure to explain how the other party will benefit because they've acted positively on your request.
- 4. Ask sincerely.** Keep that unbridled passion for your goal stirring in your mind as you begin to ask. Sincerity involves showing a willingness to be vulnerable. Don't worry if your presentation isn't perfect; ask from your heart. Keep it simple and honest, and people will open up to you. Maintain eye contact throughout the entire asking process to further demonstrate your integrity, trustworthiness, and passion for the subject.

Get clear! Get passionate! Take a giant step past that fear!
If at first you don't succeed, take it as a signal to you to . . .ask again!