

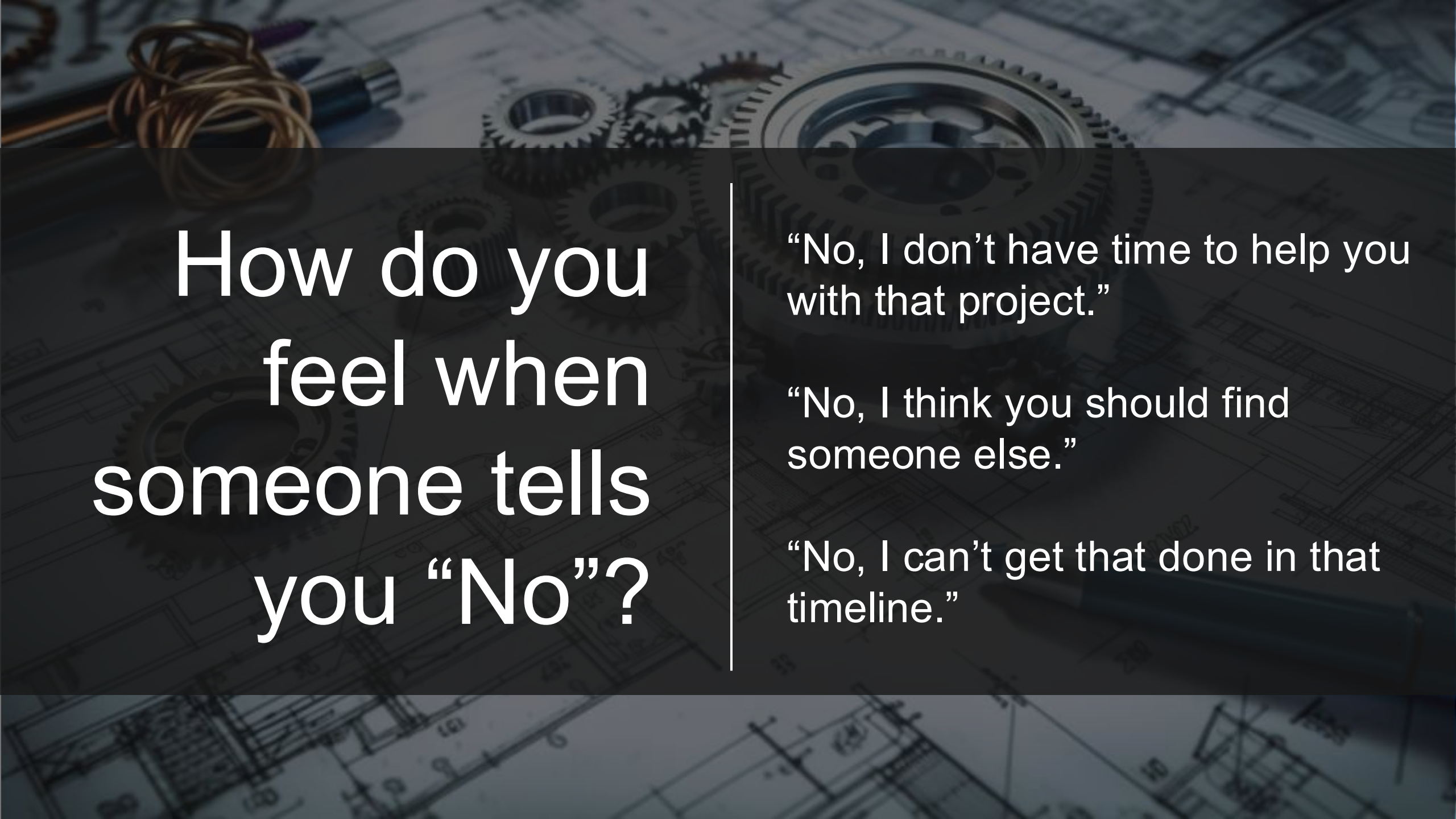


The Power of No

Saying “no” can be a transformative act in the workplace, but only when it’s intentional and aligned with your values and capacity.

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How do you
feel when
someone tells
you “No”?

“No, I don’t have time to help you with that project.”

“No, I think you should find someone else.”

“No, I can’t get that done in that timeline.”

Today's Objective – You'll learn...

1

When “no” is the right answer
– How to respond respectfully.

2

The power of saying “yes”
– Why it's important and when
and to do it.



When No is the Right Answer

- Protecting **Boundaries** and **Time**
- Preserving **Priorities**
- Maintaining **Equity**
- Making **Wise Choices**
- Enhancing **Performance** and **Quality**



What are some ways to respectfully say



Remember, when saying no ...

- Be polite and **professional**
- Be **clear** and **concise**
- Offer **alternatives**
- Be **confident** and **firm**
- **Prioritize** and **delegate**
- Focus on “**I**” **statements**

This helps frame the refusal
as a personal capacity issue
rather than a
rejection of the person.

The Power of Saying “Yes”

- Unlock new opportunities
- Foster growth
- Build stronger relationships



WHY Embrace the “Yes” Mindset

- Unlocks new **opportunities** and **challenges**
- Builds strong **relationships** and **networks**
- Boosts **creativity** and **innovation**
- **Empowers** yourself and others



HOW To Strategically Say “Yes”



- Evaluate **Alignment**
- Define **Why**
- Consider the **Conditional Yes**
- Practice **Self-Awareness**
- Embrace “Yes, and...”

Let's Practice

Scenario 1

At the last minute you were invited to tag along on a client event by the CEO. You don't know her well, but you do know that she has influence over full time offers for interns. You were planning on attending a concert for your favorite band that same night with friends. The tickets cost a lot of money, and you can't get a refund or someone else to go for you. You really like the company and want a job offer.

Let's Practice

Scenario 2

You are an introverted person and going to company events can be exhausting/uncomfortable. You were asked by your boss to attend an event on behalf of the company. You won't know anyone else there.

Let's Practice

Scenario 3

You are getting ready to leave work to pull an all-nighter studying for a test. You know better than to wait till the last minute, but here you are. Right before you leave your manager asks you to help him with a task in Excel you know how to do, but not that great. It will take you several hours to complete, but it seems urgent and important to your boss. Your test is critical to maintaining your GPA for a scholarship that you received.



Q&A

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In Conclusion

By carefully considering when and how to say "yes" and "no," it's possible to unlock the transformative power of a positive mindset while also safeguarding well-being and focusing on what truly matters. It is a journey of discernment, self-awareness, and intentional choices that ultimately leads to a more fulfilling and impactful career.





Thank you!

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