Change Management Worksheet

This approach prepares all employees for significant upcoming organizational change, developing readiness and motivation so that they embrace implementation activities. Typically only 20% of its individuals in an organization are fully ready to adopt the changes at any given time while 80% are not. Success comes from respectfully engaging ALL employees in the change process.

You must have an understanding of readiness to change, strong leadership willingness to avoid "quick fix" change management approaches with the "ready 20%", and embrace the wider 80% with strategies to move them to motivational readiness. Here are the steps we recommend to conduct an effective change management process.

1.	Schedule All-Call Meeting • Everyone needs to bring their calendar/planner • Make it interactive	Meeting agenda items with approximate time length: 0:10 Discuss performance challenges 0:10 Explore changes needed To "Right The Ship" 0:05 Schedule small group huddles	Set date/time:
2.	Conduct Interviews • Interviewees should be representative of people who will be impacted by the change • Make it anonymous	Interview agenda items with approximate time length: 0:05 Determine this person's state of readiness to change 0:05 Determine what their objections might be 0:05 Determine the things they will be happy to see happen 0:05 Determine the "burning platform" for them 0:05 Analyze the results 0:05 Identify if they are an early adopter to serve as a change ambassador	Set date/ time for each:
3.	Build Change Strategy	Strategy items: A. Identify stages of readiness segments B. Match processes of change to each segment C. Tailor messaging to each distinct segment of employees D. Create series of communications sent over time to each segment E. Time them so that everyone has time to think about each message F. Tailor an interactive survey with persuasive information to gather meaningful insights over the course of the change period G. Hold additional "all-call" meetings with the 20% early adopters to hear how they have embraced the change and why H. Establish and deliver periodic progress reports to employees	Set deadline:

Before you get started, here is some online reading that can help inform your change management initiative:

▶ https://www.amazon.com/Changing-Good-Revolutionary-Overcoming-Positively/dp/038072572X
▶ https://www.smartsheet.com/8-elements-effective-change-management-process
▶ https://worldofwork.io/2019/07/cialdinis-6-principles-of-persuasion/
▶ https://resiliencealliance.com/change-management-classics-burning-platform/

▶ https://www.amazon.com/Managing-Speed-Change-Daryl-Conner/dp/0679406840/ref=sr_1_1?gclid=Cj0KCQiAnsqdBhCGARIsAAyjYjTCzZgqkZvCLCkbVbyYZPt4P_Nl8B5Nv_y7nTt4VCLtpvFEuQUp51YaAj39EALw_wcB&hvadid=241663543331&hvdev=c&hvlocphy=1015213&hvnetw=g&hvqmt=e&hvrand=10848235607024821312&hvtargid=kwd-131500782&hydadcr=21932_10172211&keywords=managing+at+the+speed+of+change&qid=1672697405&s=books&sr=1-1

▶ https://www.strategies-for-managing-change.com/daryl-conner.html

CHANGE BY DESIGN