

Development Suggestions for Change Management

Suggested Readings

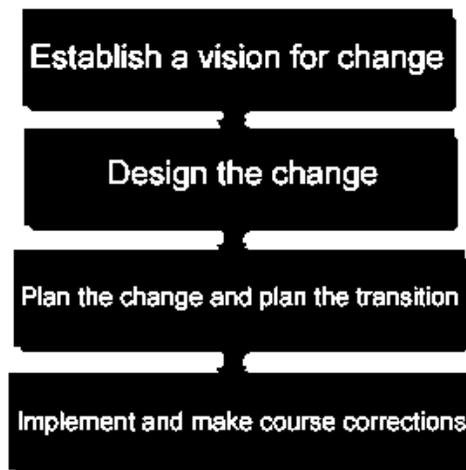
Title	Author/Publisher	Learning Mode
Managing Transitions: Making the Most of Change	William Bridges / 2003 / Perseus Publishing	Book

Activities

1. For the change you are facing, write down the degree of the impact of the change, a description of the impact, and a strategy for dealing with the significant impact for each system in your company (e.g., Human Resources, Planning, Information, Communication, Decision Making, Budgeting, Procurement, Maintenance, Record Keeping, Quality Control).

Development Suggestions for Change Management, continued

2. Consider the following questions as you think about leading and managing a work change:
 - What is the change occurring or facing me?
 - How is this change playing out in my work unit?
 - What are the challenges I face or will face in implementing the change and dealing with the impact on people?
 - If I were to leave in a year, what “legacy” in regard to leading and managing change would I like to leave behind?



Think of a change that you want to implement in the company. Build and communicate a powerful and compelling case for the change by communicating the four “Ps” to employees:

- **Purpose** – Why we are doing this
 - **Picture** – What the outcome will look like and how people will fit into that picture
 - **Plan** – Steps the company will take to implement the change and ensure people receive the needed training and support
 - **Part** – Their role in shaping and guiding the change.
3. Acknowledge what is changing/ending and mark these things in concrete ways. For example, have a “goodbye” ceremony, assemble a memory book, hold symbolic burials of old policies, procedures, equipment, etc.
 4. Use a framework to help you lead and manage organizational change and transition. The following Change Model will increase your effectiveness in preparing to lead and manage others through change.
 5. Develop a list of “lessons learned” from previous change efforts before undertaking another change.