

Preparing Your People For Change.

Mini Cheat Sheet

1

Involve people early.

Garner support for your programme from the first opportunity. Give people the opportunity to fully understand the case for change. Do not exclude people you think could be difficult.

2

Evangelise the vision.

Paint the picture of a future state that's better than the current one. Unite your team behind a shared goal and outcome, pave a clear path of future career growth, learning, and opportunities.

3

Over-communicate.

If you're sick of saying it, it's probably only just starting to be heard! Communicate openly and regularly, keep everybody updated, and invite thoughts, opinions, and debate.

4

Create a team that sits across all levels.

Generate grassroots support for your programme by establishing a multi-level change team. This will create greater ownership, helping to identify negativity, and encouraging better quality feedback.

5

Identify and neutralise your squeaky wheels.

Identify up-front those who are more likely to be resistant. Spend focused time on capturing their opinions and neutralising their fears. Get them involved in the programme.

6

Own any mistakes and failures; celebrate and recognise the wins.

Take personal responsibility for failures and encourage a growth mindset amongst your team. Make an effort to continually highlight successes along the way, to increase and maintain morale.