

CHECKLIST FOR MANAGING CHANGE

If you are involved in managing change at work, there are a number of skills which, if well developed, will help you achieve change successfully.

These include:-

-  Being able to lead groups of people, developing commitment to the outcome
-  Being able to conduct Crucial Conversations one to one, answering people's concerns and communicating organisational requirements
-  Being able to share information in a way that is helpful to others
-  Being prepared to listen in order to understand, not to reply
-  Being able to ask questions and seek information from others
-  Being open minded and calm
-  Being able to delegate and support as required
-  Being able to handle any tension or conflict appropriately
-  Being able to negotiate and influence, with integrity
-  Being able to set clear milestones and conduct effective progress checks
-  Being able to coach and train where necessary for skill development
-  Being able to manage time well and have clear priorities
-  Being able to support the organisation publicly whilst being honest with people
-  Being able to adopt an attitude of opportunity and explore creatively

- Being able to take time out for reflection, consideration and self care
- Being able to create an environment that is mentally healthy and psychologically safe
- Being able to network and collaborate with others in the change process
- Being able to sell a compelling vision and inspire others
- Being comfortable and accepting that change brings challenge and is necessary

Take a moment to reflect on each of these and being honest with yourself, score your competence in each area, thinking about areas you might personally need to develop more.

Change will always bring challenge but we know that there are definitely behaviours and approaches from managers and leaders that make it easier and more likely to succeed – good luck!