

CHANGE CHECKLIST



13 KEYS TO LEAD
SUCCESSFUL CHANGE
AT WORK

13 Keys to Successful Change

1 HAVE A CULTURE THAT ENCOURAGES CHANGE

You may have it as part of your core values eg. 'We embrace and welcome change'. Also, ensure the change itself is aligned with the values of the business.

2 GIVE REWARDS AND POSITIVE FEEDBACK

This activates dopamine release in the brain and keeps us motivated and focused on the goal.

3 COMMUNICATE CONSISTENTLY

Send consistent information about the change and also communicate immediately any new developments. Transparency will allow for greater trust.

4 HOW THE BRAIN DEALS WITH CHANGE

Typically, the brain wants us to maintain the status quo and loves habits. Change involves changing behaviour and habits.

5 ALLOW PEOPLE TO FEEL HEARD

We all want to be heard. Allow your people the chance to talk about the change and address any concerns.

6 THE EFFECTS OF PAST EXPERIENCES

We are all different and have had different experiences with change in the past which can affect how we deal with present change.

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7 GET THEM INVOLVED

We are more motivated when we have choices of our own and contribute to the change process. A sense of ownership is very powerful.

8 FIND YOUR CHANGE CHAMPION

Find the people that you know have a positive view of change. Harness their motivation and positivity to bring along others who do not feel inspired to change.

9 COMMUNICATE THE BENEFITS

Let your people know 'what's in it for them'. Communicate it simply, highlighting the value and benefits.

10 COMMITMENT FROM MANAGEMENT

Have all leaders and managers onboard and let this be explicit through actions and communications.

11 ENCOURAGE INTERNAL RESILIENCE

To help the nervous system to be calm during times of change, encourage activities such as meditation, exercise, breathing, nature etc.

12 BE AUTHENTIC

If you do not know the answer to a question, be honest about it. If you want to trust your people, then they have to trust you.

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Lastly.....

13. REMAIN POSITIVE

Believe in what you are doing.
See the positives
sprinkled in with some
meaning and purpose.

Thank you for downloading our Change Checklist.
We hope you find it useful and can apply these tips
to the inevitability of change at work with more
confidence.

