

4 SIMPLE TIPS FOR LEADING CHANGE



A simple, step-by-step guide for line managers, people leaders & SME's who want to successfully lead & implement change in their workplace.

[GET STARTED](#)



1. CONNECT WITH CARE

It is essential that people are given the opportunity to think about the information they have been provided with. Effective change management requires time for the integration of the knowledge. People need space to process and digest the information.

Tips for Success

- Create a safe place for open & honest conversation.
- Give people time to think and reflect & take in the information
- Encourage reflection & contemplation.
- Ask people for feedback & give space for questions
- Give people 15sec from question to answer
- Get people thinking about what it means for them
- Ask people to relate new info to what they already know
- Ask them to imagine applying this new info
- People need to consider how they feel about the new
- Get them to openly identify their hesitations or concerns
- Encourage this to be done in a quiet & calm space
- Support conversations in a different venue/location e.g cafe



2. COMMUNICATE WITH CLARITY

The secret to effective change is to present information in a way that is easy to read or watch & understand, and then to give people the time & space to take it in.

Tips for Success

- Be clear on the purpose & impact of the change
- Use graphics, visuals and images in key messages
- Use white space/bold to help the reader scan
- Provide info in various formats (audio/captions)
- Keep it simple - clarity & focus are essential
- Ensure it relates to real life contexts/ WIIFM
- Have a structure for content - the flow matters
- Provide & encourage note-taking to help with retention
- Use the WHAT>WHY>WHO>HOW process to get clear
- Use the 5P plan to ensure you share the details



3. COLLABORATE WITH CURIOSITY

When teams are working together discussing change freely, they are then in a great place to discuss the implementation of it together and make constructive operational plans

Tips for Success

- Gather ideas from others.
- Brainstorm options and pros/cons
- Tap into people's expertise and experience.
- Check in with others - ask for feedback.
- Engage early rather than create solutions on your own.
- Take people on a journey - with regular updates.
- Test, pilot and experiment.
- Ask lots of questions - seek to find out more.
- Be aware of assumptions and unconscious bias.



4. INSPIRE, EMBRACE & ADVOCATE

What's your appetite for change? Are you a change navigator? Do you fall victim to change? Are you change fatigued? How can you ensure you are staying positive, but realistic, open and energised by the regular and ongoing improvements, pivots and shifts.

Tips for Success

- Speak positively about the change
- Talk about the benefits & problems being solved
- Refrain from showing frustration
- Be real and authentic
- Manage your emotions and remain calm
- Allow for different opinions & voices
- Meet people where they are at
- Surrender control!



LEADING CHANGE

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