



Unit: Flexibility and Adaptability
Skill 11: Seeing Leaders As Catalysts Of Change

Activity B: Change from Within
Worksheet

A Leader's Guide to Implementing Change

Set The Stage For Change

- Inform others why change is necessary and outline the potential benefits.
- Do structured activities with people to outline your problems and goals.
- Promote an environment of trust and communication.
- Promote teamwork.
- Seek input from those affected by the change. You can do so by conducting personal interviews, town hall style meetings, team activities, focus groups, surveys and more.

Understand Personal Resistance

- Many people are naturally resistant to change, especially when they feel they have no control over the situation.
- Some other common reasons for resistance can include: *habit, not having enough time to adapt, misunderstanding, fear of personal loss, peer pressure, and lack of trust.*
- Communicate the impact of the change for individuals.

Motivate Others

- Create an inspiring and inclusive vision.
- Emphasize the urgency of the situation.
- Help others to claim ownership of the necessary changes.
- Recognize and reward efforts to be innovative and creative.

Implement

- Start small, and allow people to get used to change gradually.
- Seek input and feedback about how things are going.
- Support individuals. Provide training and encouragement to help others develop new skills behaviors and values.

Celebrate!

- Take time to appreciate your accomplishments.