

TALENTSTORM™

developing people and organisations

Change Workbook



How to use this change workbook

This workbook has been designed to help teams and individuals that are going through periods of significant change.

This workbook includes lots of different things to help you, including:

- Information and guidance about working through change
- Questions to make you think about the effects of the changes and consider what action to take.
- Space for you to record your answers.
- Practical tips
- Signposting to further information and additional reading.



Seeing change differently

What changes are happening that will have an impact on you?

From within the organisation

From outside the organisation

What impact do you think these things will have on you?

Immediately

In the longer term

'What you are afraid of is never as bad as you imagine. The fear you let build up in your mind is worse than the situation that actually exists.'

Spencer Johnson, Who Moved My Cheese

Your change profile

Past experience

In times of major change, rational thought can go out of the window. This means that people often fear the worst - in fact, they fear far more than the worst because they get stressed and panic. For example:

'I won't be working with my friends anymore'

'I'll have to do my job differently'

'I won't be able to do the new job so I'll have to leave'

'Restructuring means redundancies'

Think about a large change you have been through. This could be either at work or outside of work.

How did you respond to this?

What worked well?

What didn't work?



Readiness

Are you ready to respond positively to the changes ahead?

What more do you need to do in order to be ready?

Where will you get help from?

Influence

What influence can you have on these changes?

What can't you influence?

How can you increase your influence?

'Each of us guards a gate of change that can only be opened from the inside'
Steven Covey, The 7 Habits of Highly Effective People

Innovation

What will you need to do differently to before?

What new skills will you need?

How will you get them?

Speed

What's stopping you making any changes quickly?

What benefits are there in acting quickly?

What help do you need to respond quickly?



Results

How will these changes benefit you personally?

What opportunities are there for you that you may not have considered?

How will you know when you have succeeded?

What action will you now take?

TIP:

A key question to overcome the forces holding you back is to ask yourself: What would you do if you weren't afraid?

Action planning

So, what are the most important ideas that you've got so far?

What steps do you now need to take?

What's the timeline?

What could stop you achieving the above?

What will you do to handle any problems?

How will you monitor your plans?



Contact Us

We are passionate about transforming organisations through people. We love to be creative in our solutions. We love working collaboratively, and will listen to understand your challenges.

Tell us about your world, share your ideas, or ask us a question. We'd love to hear from you!

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