

Change Management: Eight Proven Steps to Lead



SYSTEMS

Instructions:

1. Review the eight steps of change management as a team
2. Identify the actions to be taken and list each accountable leader
3. Report on status and share the results regularly (e.g. at weekly meetings)

	Change Management	Actions	Leader	Status
Climate for Change ↓	Step 1 Have you established a sense of urgency and purpose? Identify opportunities and threats.	<ul style="list-style-type: none"> • • 		
	Step 2 Have you formed a guiding coalition? Identify your team members to lead this change. Set your expectations.	<ul style="list-style-type: none"> • • 		
	Step 3 Have you created a vision for this change? (5-min vision) Define your strategies and ways to measure success.	<ul style="list-style-type: none"> • • 		
Engaging Employees ↓	Step 4 Have you communicated the vision at all levels? Identify your stakeholders, and the actions and channels to take.	<ul style="list-style-type: none"> • • 		
	Step 5 Have you empowered others to act on the vision? Identify and remove obstacles to fulfilling the vision.	<ul style="list-style-type: none"> • • 		
	Step 6 Have you planned and created short-term wins? Recognize and reward short-term wins.	<ul style="list-style-type: none"> • • 		
Implement & Sustain ↓	Step 7 How can you stay persistent on change? Consolidate improvements and produce more change.	<ul style="list-style-type: none"> • • 		
	Step 8 How do you know change has been embedded in your culture? Connect new behaviors with corporate improvements.	<ul style="list-style-type: none"> • • 		

