

Leading Change Webinar - Quick Reference Sheet

Understanding Change

Change is constant and will always occur, and understanding its components on an individual level can help us relate it to an organizational level. Change is important to understand, as it affects many facets of an organization. Its effect on the individual is of great importance as it will filter through and influence all levels of the organization.

Every change begins with a leadership decision. Making the decision to institute changes is not always easy. Being prepared, planning well, and being surrounded by a good team will make that decision a lot easier.

Influences on Change

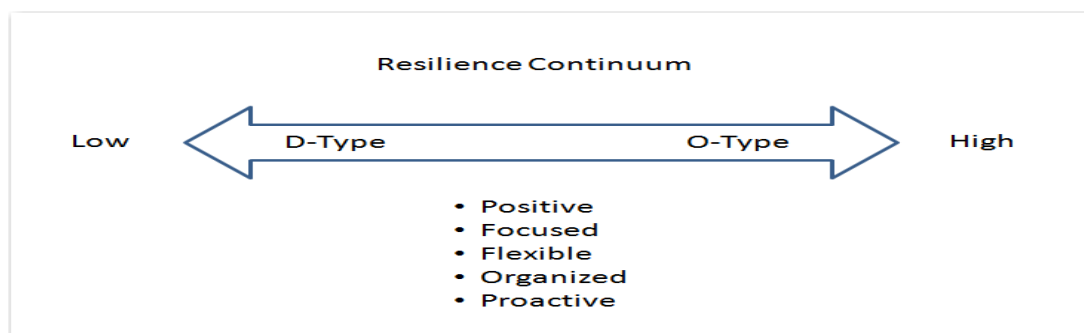
External

- Politics
- Culture
- The Economy
- Societal Changes

Internal

- Leaders & Managers
- Employees
- Policies, Procedures, etc.
- Organization structure

Focus on What's Important



What is Flexibility

Being **flexible** on personal and social levels is critical for individuals involved in or leading a change to be able to make shifts as necessary during a project.

Resilience is a combination of traits of varying degrees in people.

Building Flexibility

Being flexible on personal and social levels is critical for individuals involved in or leading a change to be able to make shifts as necessary during a project.

1. Swap sides in a discussion
2. Suspend judgment during a change
3. Practice thinking of paradoxes
4. Offer to work in a role that's unfamiliar

Increasing Resilience

Resiliency is the capacity to absorb high levels of change while maintaining a level of performance and displaying minimal dysfunctional behavior.

1. Develop a more Positive world view
2. Maintain a Focused sense of purpose
3. Use Flexible thinking to explore multiple approaches for addressing uncertainty.
4. Use Organized, structured approaches When managing ambiguity
5. Experiment proactively with new approaches and solutions