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Change Management Fundamentals

Focus on simplicity to prevent being overwhelmed by complexity

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Begin with “Why”

- What is your core reason for making this change?
- Use simple, crisp, clear language. No jargon, no acronyms.
- Tailor your core message to resonate with different audiences, using words that will be most meaningful for them.

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Focus on the “Who”

- Understand who will be impacted by this change and how; typically, different groups will be impacted in different ways.
- Decide who will be helping you design, implement, and sustain this change.
- Put everyone else’s needs and perspectives ahead of your own.
- Listen and respond with empathy.
- Give people space and grace.

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Clarify the “What”

- After you’ve helped people understand the reason for this change, and given them the space to react, then you can explain more details about what is changing.
- Start with a high-level overview, helping colleagues see the bigger picture. Don’t immediately dive deep into the details.
- ***Beware:*** If you ignore the first 2 suggestions, this process will be immensely more difficult.

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Explain the “How”

- Start simply, with an overview of how the change will be introduced, managed, measured, and adjusted as needed.
- Share ways colleagues can co-create the details of this change: timing or sequencing, who is involved when, detailed breakdowns of the “What.”

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Change Management is a skill you can learn

- Stay focused on the fundamentals.
- Ask for advice. Let us help.
- Learn more at HarmoniousWorkplaces.com or contact us at info@harmoniousworkplaces.com.

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Simple Change Management Checklist

Focus on simplicity to prevent being overwhelmed by complexity

Use this checklist to plan your transformation and stay grounded throughout its implementation. This checklist is intentionally focused on the foundational elements of your change. Plan for the complexity and details separately. Contact us at info@harmoniousworkplaces.com if you have questions or need help.

☐ **Clarify the Why**

What is your core reason for making this change? Use simple, clear, crisp language. No jargon. No industry acronyms. 1-2 sentences. List your Why here:

☐ **Define the Who**

Who will be impacted by this change? How will they be impacted? Who will help you design, implement, and sustain this change? List those groups or individuals here:

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Outline the What

Start with a high-level overview of What is changing. Help colleagues see the bigger picture. Don't immediately dive deep into the details. List your What here:

Explain the How

Start with a simple overview of How the change will be introduced, managed, measured, and adjusted as needed. Share ways colleagues can co-create the details of this change, e.g., timing, sequencing, who is involved when.

Call Us or Book a Free 30-Minute Consultation

Our professional consultants – each with more than two decades of experience and trained in Industrial - Organizational Psychology, Organizational Development, Change Management, and Leadership Development – want to learn more about you and your organization. Call us at **708-297-1535** or book an appointment by emailing **rich@harmoniousworkplaces.com**, **sharyl@harmoniousworkplaces.com or ben@harmoniousworkplaces.com**.