

CHANGE MANAGEMENT

The Basics

Change is the only constant we can always count on. Expecting and being ready for change to happen will empower you to deal with it more effectively.

Be on the lookout and sensitive to your environment. Monitoring when and where the change is coming from will give you more options on how to embrace it.

Resist the urge to hold on to "the way things used to be." Although the familiar is comfortable, if managed appropriately, you can make the new situation work for you. The quicker you choose to adapt, the faster you will notice positive results and will be able to enjoy "the new."

Be open to change and... Well, CHANGE in the process! Clinging to what does not exist anymore only creates an environment of unhappiness and dissatisfaction for all.

Look for the positive in the change you are experiencing and share it with others around you who are willing to welcome your enthusiasm. Although it is hard to face new situations and the unknown, focusing on what works gives renewed energy that can be channeled to adjust to the circumstances.

Know that the change you are currently experiencing is also not permanent. Things will transform again. Yet with the right tools and, most importantly, a positive attitude you can make change work for you. Be ready for new growth adventures!

The Process

STEP 1. Share the behavior. In concrete terms, share your observed behavior.

STEP 2. Explain the impact. Explain to the recipient, what occurred as a result.

STEP 3. Discuss desired change (if applicable). This step only applies for corrective feedback.

STEP 4. Thank the recipient. Always show gratitude to the other party for listening.

The Preparation

- What and when is the change occurring? What clues did you notice that signaled that change was about to happen?
- Who is involved in the change? Can you identify a couple of "support colleagues" to deal with this transition?
- How will the change affect or impact you directly and indirectly?
- Identify at least five positive things that could happen to you, personally, as a result of this change. List how you can make sure these are incorporated and present during the process.
- Identify at least five challenges that might occur as a result of this change and could potentially adversely affect you. List a set of realistic coping skills that might help you during difficult times.
- Write down a POSITIVE VISION STATEMENT that reflects how your world will look like after this change. Remember to write in the present tense "as if" it has already happened.

