Effectively Leading through Change Worksheet

Step 1: What is the big change facing your organization?

Have you created a sense of urgency? If not, how to you plan to create the sense of urgency that will start the change process?

These steps are listed out of sequence in order to align your thinking with the sense of urgency and the strategic vision. Intentionally moving to Step 2 after you have

Step 3: Strategic Vision:
What is your strategic vision and how do you need to change in order to achieve?

Step 2: Who is your guiding Coalition?

For this change effort what concerns will be raised by:
Identify who is in each of the styles:

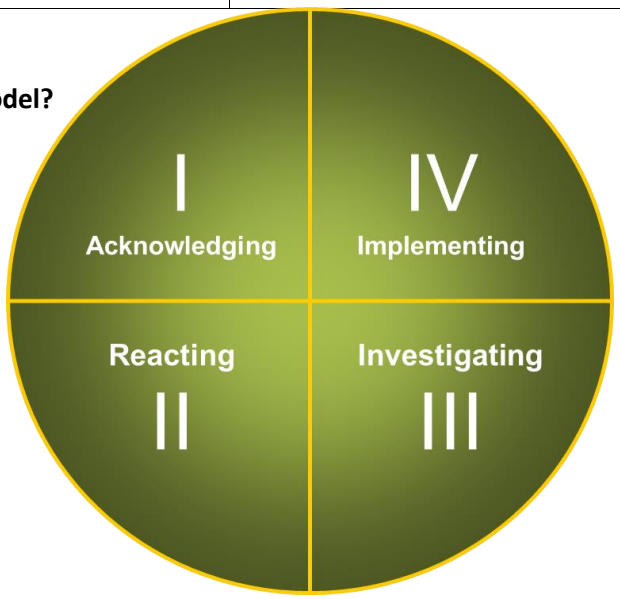
Conservers	Pragmatists	Originators

How can you assist each of the Change Styles with these concerns?

Conservers	Pragmatists	Originators

Where are your key people in the Transition Model?

Name	Stage



What specific contributions and challenges can each involved person make to the change effort?

Name_____

Contributions	Challenges

Name_____

Contributions	Challenges

Name_____

Contributions	Challenges

Name_____

Contributions	Challenges

What are your unique contributions and challenges?

Contributions	Challenges

What actions can you take to assist people in each stage of transition?
Refer to the handouts for specific actions/communication strategies for each phase of transition.

Acknowledging:

Reacting:

Investigating:

Implementing:

Step 3: Strategic Vision:

What is your strategic vision and how do you need to change in order to achieve?

Next Steps: What do you plan to accomplish in the next 60-90-120 days?