# Change Happens, Make it Positive!

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# Five Steps to Successful Change Management.

1) Prepare - Organizational Readiness

2) Craft and Vision and Plan for Change

3) Implement your Plan

4) Embed within your Culture and Practices

5) Review Progress and Analyze Results

# Organizational Readiness

Organizational readiness for change is a multi-level, multi-faceted construct. As an organization-level construct, readiness for change refers to organizational members' shared resolve to implement a change (change commitment) and shared belief in their collective capability to do so (change efficacy).

## EXERCISE: Readiness Checklist

# Craft a Vision and Plan for Change

EXERCISE: What would change look like?

# Strategic goals: What goals does this change help the organization work toward?

## PROJECT SCOPE

o What does success look like?

o What discrete steps and actions will the project include?

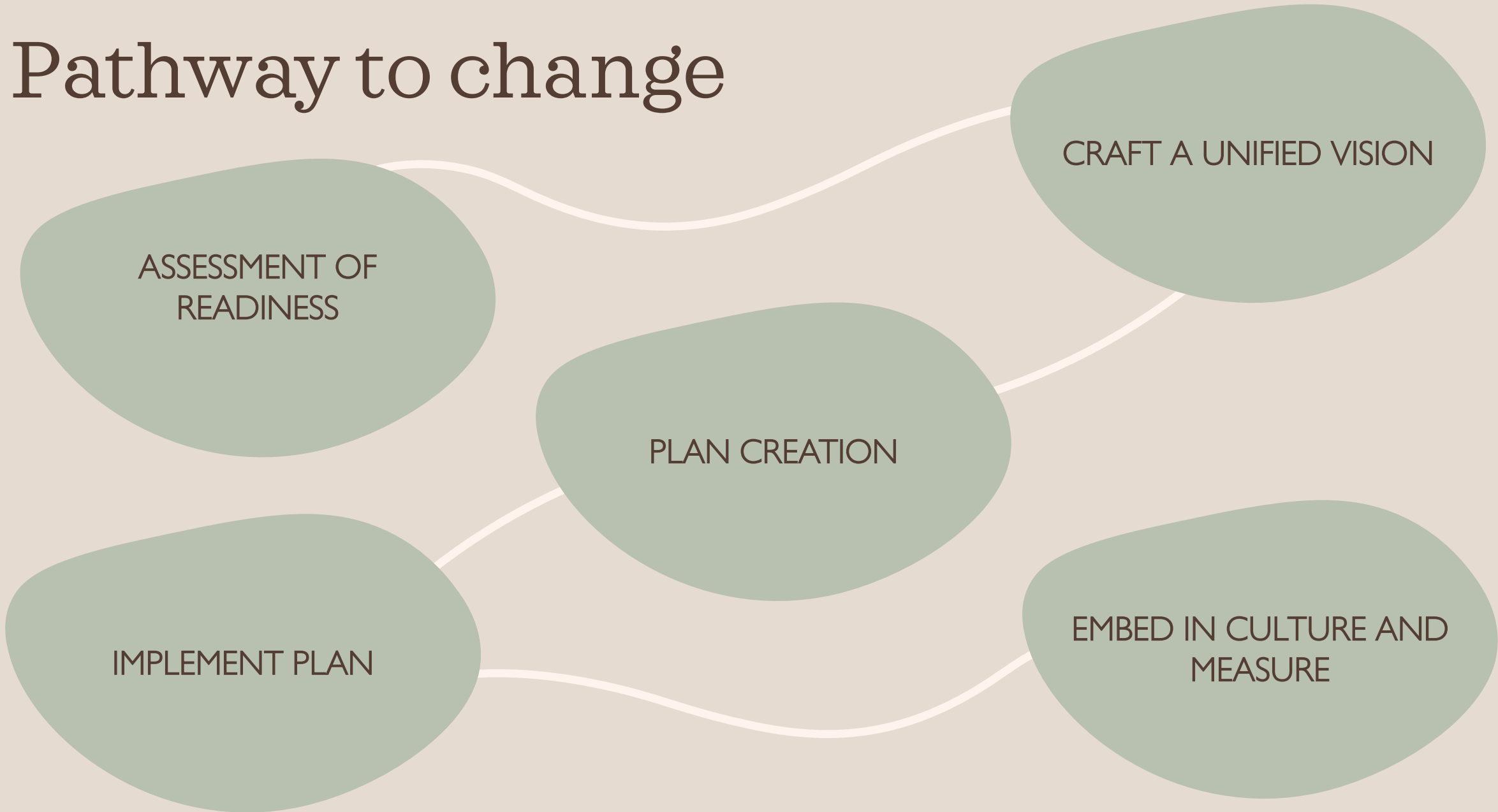o What falls outside of the project scope?

## PROJECT STAKEHOLDERS AND TEAM

o Who will oversee the task of implementing change?

o Who needs to sign off at each critical stage?

o Who will be responsible for implementation?

## KEY PERFORMANCE INDICATORS

o How will success be measured?

o What's the baseline for how things currently stand?

o What is important and what is not?

## EXERCISE: Current Threats & Opportunities

# Pathway to change

CRAFT A UNIFIED VISION

ASSESSMENT OF READINESS

PLAN CREATION

IMPLEMENT PLAN

EMBED IN CULTURE AND MEASURE
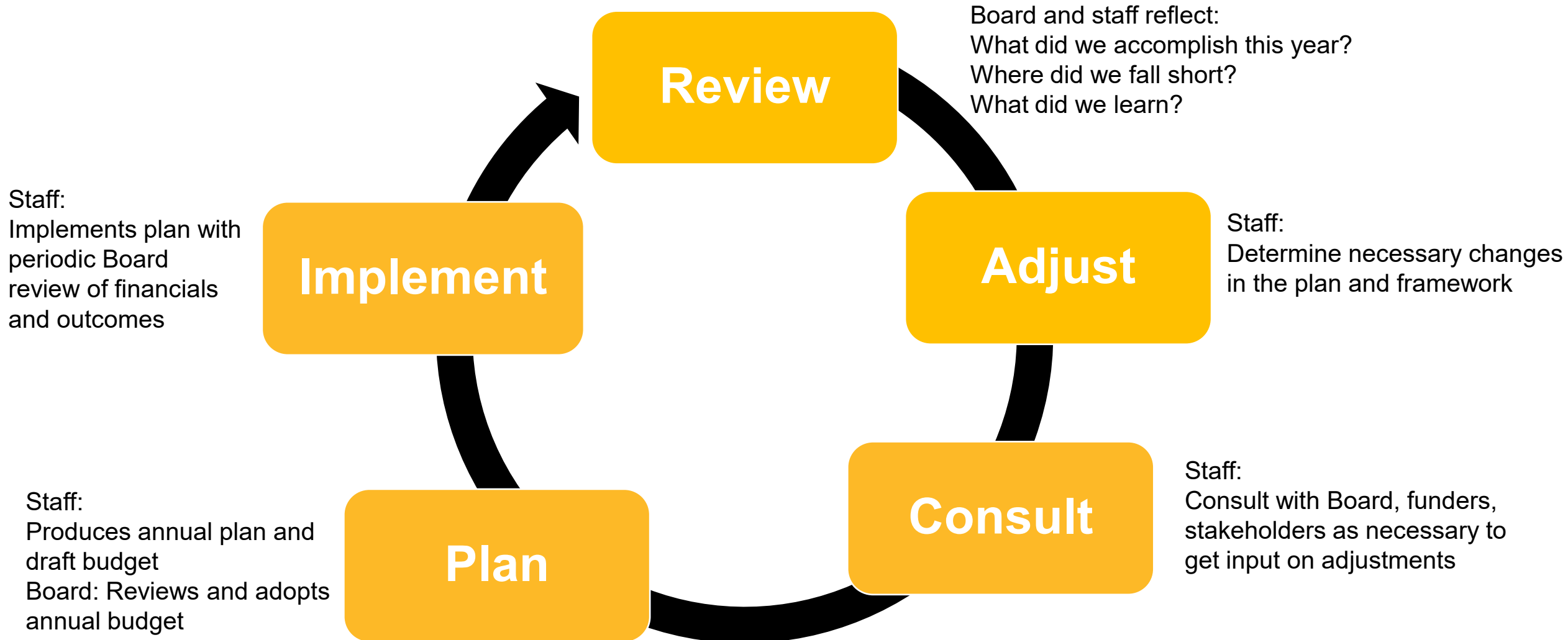
# Implement the Change

EXERCISE:

Factors for successful change?

# EMBED CHANGE WITHIN ORGANIZATION CULTURE AND PRACTICES

"Culture does not change because we desire to change it. Culture changes when the organization is transformed – the culture reflects the realities of people working together everyday." – Frances Hesselbein

# ANNUAL PLANNING CYCLE

**Review**

Board and staff reflect:
What did we accomplish this year?
Where did we fall short?
What did we learn?

**Adjust**

Staff:
Determine necessary changes in the plan and framework

**Consult**

Staff:
Consult with Board, funders, stakeholders as necessary to get input on adjustments

**Plan**

Staff:
Produces annual plan and draft budget
Board: Reviews and adopts annual budget

**Implement**

Staff:
Implements plan with periodic Board review of financials and outcomes

# Review Progress and Analyze Results

## PROGRESS

o Dashboard
o Milestones
o Finnish line – celebrate and iterate

## RESULTS

o Circle back to the planning process
o Performance Measures
o Lessons learned

"The world as we have created it is a process of our thinking. It cannot be changed without changing our thinking." — Albert Einstein

# thank you & questions

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