

Manager's Checklist to Managing Change

Use this checklist adapted from John Kotter's 8-Step Process for Leading Change as a guide to designing and leading change

Step 1: Create a Sense of Urgency –

- Identify potential threats, and develop scenarios showing what could happen in the future.
- Examine opportunities that should be, or could be, utilized.

Step 2: Create the Guiding Coalition –

- Identify the true leaders in your organization. Look beyond job titles.
- Work on team building within your team.

Step 3: Develop a Change Vision –

- Develop a short summary (one or two sentences) that captures what you "see" as the future of your organization/division.
- Create a strategy to execute that vision. Identify the steps you will take.

Step 4: Communicate the Vision for Buy-in –

- Openly and honestly address peoples' concerns and anxieties.
- Lead by example.

Step 5: Empower Broad-based Action –

- Recognize and reward people for making change happen.
- Identify people who are resisting the change, and help them see what's needed.

Step 6: Generate Short-term Wins –

- Thoroughly consider the potential pros and cons of your procedures. If you don't succeed with an early goal, it can hurt your entire change initiative.

Step 7: Never Let Up –

- Set goals to continue building on the momentum you've achieved.
- Keep ideas fresh by bringing in speakers, articles, and leaders to keep your team motivated.

Step 8: Incorporate Changes into the Culture –

- Talk about progress every chance you get. Tell success stories about the change process, and repeat other stories that you hear.
- Include the change ideals and values when hiring and training new staff.

