

A Change Preparation Checklist for Leaders

Do I understand/know:

- Why the change is occurring?
- What the objective of the change is (i.e. the vision we are working towards as a result of the change)?
- What the positive impacts of the change will be?
- What the potential downsides of the change will be?
- How to minimize the potential downsides of the change?
- When the change will be implemented?
- How the change will be implemented?
- The role my team will play in implementing the change?

Have I reflected on and identified:

- How my team and individual team members will respond/react to the change?
- How I will manage non-productive responses to the change?
- The steps I will take to engage my team in the change process?
- How I can best support my team through the change?
- Any additional resources my team needs in order to effectively manage and implement the change? The behaviours and practices I will demonstrate and model to successfully lead my team through the change?
- My expectations of my team members through the change process?
- What I will communicate to my team?
- When I will communicate to my team?
- How I will communicate to my team?