The Change Plan

Directions: There are two parts to this exercise. We will complete exercise 2a first then move on to exercise 2b.

<u>Exercise 2a-Reflection</u>

1) **Reflect** on an initiative you are currently working or have worked in the past. What is the name of the project?

2a) If you used a current project, what **step** is a team member or stakeholder located? (Steps are listed on page 2)

- Where would you like to lead them **next**?

- Which **enabler** would you use? (Enablers are listed on page 2)

- What **method** would you use? (Method examples are listed on page 2)

- How would their **behavior change and/or** what **feedback** would you receive that would let you know they have reached that level?

2b) If you used a past project, what **step** was a team member or stakeholder located? (Steps are listed on page 2)

- Where did you want to lead them **next**?

- Which **enabler** did you use? (Enablers are listed on page 2)

- What **method** did you use? (Method examples are listed on page 2)

- How did their **behavior change and/or** what **feedback** did you receive that let you know they reached that level?

Steps, enablers and methods are provided below.

Steps Listed from Bottom to Top:

- "I'm conscious that there is something to do."
- "I won't do it."
- " I can't do it."
- "I want to do it."
- "How do I do it?"
- "I'll try to do it."
- "I can do it."
- " I will do it."
- "Yes, I did it."
- "I'll continue to do it."
- "I'll share it with others."

Enablers and Methods:

- **Communication**
    - Kickoffs
    - Leadership Presentations
    - Office Hours
- **Development**
    - What's in it for me/ What's in it for my purpose
    - Prototype/Experiences
    - Testimonials
- **Education**
    - Person to Person Sessions
    - Webinars
    - Videos/Tutorials
- **Training**
    - Train the Trainer Sessions
    - Scenarios to Practice
    - Sandbox
- **Tools Needed**
    - Materials/Equipment
    - Log-In Access
- **Processes/Instructions**
    - Business Processes
    - Reference Guides
- **Support**
    - Safe to Fail Environment
    - Offer Support
- **Time**
    - 6 Times 6 Ways
    - Allow time to learn and adopt

Exercise 2b-Document the Change Plan

Using the information from the previous step, transfer it to the table below:

Next Step/ Objective	Enabler	Methods	Behavior Change/ Feedback