

# CHANGE

Once you have decided change is needed it is easy to feel overwhelmed by the scope and the challenge of making that change happen.

This can mean nothing happens or that the implementation starts but without ways to make this change happen easily and successfully.

Avoid falling into a state of paralysis, or starting the programme without the means to manage change smoothly and successfully.

For productive and energizing meetings, workshops and events to support successful change initiatives



08456 210008

[www.centreforfacilitation.co.uk](http://www.centreforfacilitation.co.uk)

# WE HAVE TWO CORE OPTIONS THAT WILL HELP YOU:

## CHANGE SPECIALIST

To work along the project team supporting the human side of change

Project management and change management complement each other to achieve success. This approach enables the project manager to focus more strategically on ensuring the smooth running of the project plan and achievement of the project goals.

A facilitated, rather than chaired meeting enhances productivity and energy. The project manager can step aside from leading the meeting to fully participate in the meetings. They can contribute actively to the discussions and leave us to keep it to time, sort out conflicts or bring the discussion back to the main focus.

## MEETING FACILITATOR

To facilitate meetings and workshops.



A project team gaining valuable stakeholder input on how to address 5 significant project goals early in the change programme.

## THE CHALLENGES:

There are three key challenges when delivering a successful change programme



### Create a climate for change

- Build the energy
- Form a strong guiding team
- Produce a vision for change and a robust and realistic project plan



### Engage and enable all stakeholders

- Attain buy in
- Gather stakeholders opinions
- Participate in problem solving/innovation workshops



### Implement and sustain the change

- Communicate during implementation
- Monitor. Respond to problems with pace
- Celebrate to mark completion

## TYPICAL MEETINGS

- > Project Kick Off
- > Stakeholder Engagement
- > Problem Solving and Innovation
- > Regular review meetings
- > Project close



If you are going to undertake a change programme you want to ensure your project is a success and gain the real benefit and payback as well as enhance your reputation as a successful change agent. **Call us** for an informal chat about your options.

Centre for Facilitation supports each step with their suite of productive and engaging facilitated workshops.

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Workshop purpose and anticipated outcomes	What may be included in the workshop
 <p><b>Project Kick off meeting</b> Create a climate for change, build the energy, form a strong guiding team and produce a vision for change</p>	<ul style="list-style-type: none"> <li>• Identify potential threats and develop scenarios showing what could happen in the future to increase a sense of urgency</li> <li>• Examine opportunities that should or could be exploited</li> <li>• Distil the rationale for change</li> <li>• Capture what you see as the end point</li> <li>• Create a high level compelling vision statement for change</li> <li>• Identify stakeholders</li> <li>• Define project goals, the high level milestones</li> <li>• Scope your project plan to achieve initial goals</li> <li>• Agree how your team will communicate and make decisions</li> </ul>
 <p><b>Stakeholder Engagement Workshops</b> To attain buy in from Stakeholders and fully appreciate all perspectives to decrease remedial work</p>	<ul style="list-style-type: none"> <li>• Agree what currently is done well and what is the value to the organization of this</li> <li>• Imagine the future landscape and identify the gap between now and then</li> <li>• Identify priorities, the 'musts, should and could'</li> <li>• Provide stakeholders the options to propose their recommendations</li> </ul>

Workshop purpose and anticipated outcomes	What may be included in the workshop
 <p><b>Problem Solving and Innovation Workshops</b> To enable stakeholders to share valuable knowledge and ideas which will increase ownership</p>	<p>For problem solving:</p> <ul style="list-style-type: none"> <li>• Define the problem and write a problem statement</li> <li>• Identify possible solutions</li> <li>• Evaluate possible solutions for business value</li> <li>• Make robust decisions supported by good rationale</li> </ul>
 <p><b>Regular Review Meetings</b> To monitor progress and ensure quick resolution of any deviance to the plan</p>	<ul style="list-style-type: none"> <li>• Open and honest review of the high level route map specifically the milestones. Have we done what we said we would do?</li> <li>• Identify successes</li> <li>• Assess difficulties</li> <li>• Agree action including how to prevent similar problems emerging</li> </ul>
 <p><b>Project close meeting</b> To mark completion and draw valuable lessons for future change programmers</p>	<ul style="list-style-type: none"> <li>• Map original plan against actual delivery</li> <li>• Identify what went well</li> <li>• Recognize the pain points, what didn't go as well as anticipated</li> <li>• Celebrate success</li> </ul>