

Managing Change

Using John Kotter's 8-Step Change Model



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The Change I Want Is...

The change I want is _____

My ideal outcome is _____

Creating a Climate for Change

1. What's driving this change? Why is it important to do now? _____

2. What are the benefits to the staff/volunteers/org once the change is made? _____

3. What are the potential negative consequences for staff/volunteers/org that you must be mindful of? _____

4. What are the potential threats and scenarios of what could happen if change doesn't occur? _____

5. Who can form your coalition/team? Who are the possible champions? _____

6. Summarize your vision for change (and refine and repeat often!) _____

Engaging and Enabling the Organization

7. How will making this change improve operations or fulfill your vision? _____

8. Who needs to be informed or involved in making this successful? _____

9. At what stage should different audiences be informed/involved? (List) _____

10. What tools will you need to share the information (e.g., FAQ's, Feedback Forums, email, etc) _____

11. What are the obstacles or barriers to achieving your vision? _____

12. What strategies can you employ to address the barriers? _____

13. What's an acceptable timeframe for accomplishing the change? _____

Implementing and Sustaining the Change

14. What training or support will be needed to sustain the change? _____

15. What kinds of short-term wins can be built in? _____

16. How will you share stories of success? _____

Pulling it all together

Vision for Change: _____

Outcome if change is accomplished: _____

Creating a Climate for Change

Action Steps	Team members	Due Date	Other People or Departments Needed to Succeed

Engaging and Enabling the Organization

Action Steps	Team members	Due Date	Other People or Departments Needed to Succeed

Implementing and Sustaining the Change

Action Steps	Team members	Due Date	Other People or Departments Needed to Succeed