Factsheet
Strategies and tips for implementing change

Here are some strategies and tips to support a successful change process

- ❑ Communicate the reasons for change
- ❑ Follow a realistic timeline
- ❑ Demonstrate change is a priority
- ❑ Be willing to modify elements of the culture
- ❑ Build trust everyday
- ❑ Create a communication strategy that provides information early and often to employees
- ❑ Communicate the what, why, whom, when, where, and how
- ❑ Explain what will change and what will not change. Provide the reasons for the change
- ❑ Involve the employees. Seek input as early as possible
- ❑ Tell employees "what's in it for them."
- ❑ Provide the resources necessary to get the job done
- ❑ Provide timely training necessary to help employees adapt to the change
- ❑ Acknowledge the potential losses and address the needs of the people losing something
- ❑ Link the old with the new but don't bad-mouth the past
- ❑ Develop cascading commitment. Successful change needs employees at every level championing the change.
- ❑ Develop new performance measures to reinforce what helps the change succeed
- ❑ Reward the employees who carry the change
- ❑ Lead by example
- ❑ Pilot the initiative. This serves as a trial-run and an assurance to employees that an unproven concept will not be rolled out
- ❑ Don't be afraid to acknowledge what is still unknown
- ❑ Don't hesitate to acknowledge fears, including your own, when appropriate
- ❑ Acknowledge small wins or successes throughout the change process

References: Adapted from resources developed by the Department of State Growth, Tasmania, 2015.

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