**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.