The 10th Dimension

The power of ten

Ten Steps to Managing Change

1. To manage change successfully one has to enrol others into sharing the same goals, and to make them believe that the extra effort and risk involved will bring them the same perceived benefits. Begin with extensive and comprehensive communication of your aims, objectives and goals.

2. Be firm on goals, flexible on means. Set expectations early but remember that there are many ways to skin a cat, if the cat must be skinned.

3. Let your staff know well in advance what changes you want to make, what you want to achieve, and why. Surprises are not a good idea. Resistance will be highest from those with most to lose, and it is best to get their fears out of the way before the process begins.

4. Focus on what the benefits will be for them. Achieving objectives will have benefits not only for the organisation but for the individuals working within it as well: better salaries or bonuses, job satisfaction, self-actualisation.

5. Do not attempt too much too soon. Break the project down into bite-sized incremental chunks. Keep your staff within their comfort zone.

6. Commence with a relatively simple task, one with a high likelihood of a positive outcome. Success motivates to do more. People will climb aboard a moving band-wagon.

7. Like elastic bands, staff should be stretched, but not broken. Change takes people out of their comfort zone, and this can be stressful. Avoid projects with a low likelihood of success.

8. Once the process is underway, focus on the positive things that each person achieves. Recognition of positive achievements builds confidence.

9. Navigate around obstacles. Trying to ride over them can be very frustrating and wastes essential energy resulting in lost momentum. Flexibility in thinking may bring up unforeseen, sustainable solutions.

10. Maintain a positive attitude throughout, and avoid letting those with negative attitudes trap you into their way of thinking. Change is not a journey with a beginning and end point. It is ongoing, and therefore requires continuing reassessment and evaluation.

Managing change requires effort, and brings rewards for all if successfully accomplished. On the other hand, failure to achieve objectives is a damaging experience for all, but mostly for the leader.

Recommended reading:
How to Manage, by Jo Owen (Pearson Business, 2006).

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