

Leader Toolkit

Stages of change



We are **INSPIRATIONAL** leaders.

We inspire each other to be brave and bold. We invest in our people to learn and grow.

Why use this tool

Different people react to change in different ways. Use this tool to understand your peoples' response to change and plan your actions to help them through the change.

When to use this tool

Use this tool when a change is about to be announced as well as during the process of change.

How to use this tool

1. There are four types of reaction and people tend to move through these four stages progressively (See diagram).
Consider each of your team members in turn and decide which stage they are currently in.
2. Identify actions that you can take to help move your team members to **Commitment**.
3. Using **THE TABLE** provided, set out your action plan for each team member.

Tips

- Remember these emotions / stages of change **will impact you too**. Be aware of how you are reacting and make sure you are role modelling the behaviours you want to see from your team.
- **Almost everyone** will experience a number of these reactions to different degrees during change
- The time taken to move through the change stages will depend on the impact of the change and each person's experience in dealing with change.
- **Don't get impatient** or try to push people through; instead, do what you can to guide them positively and sensitively through the change process.

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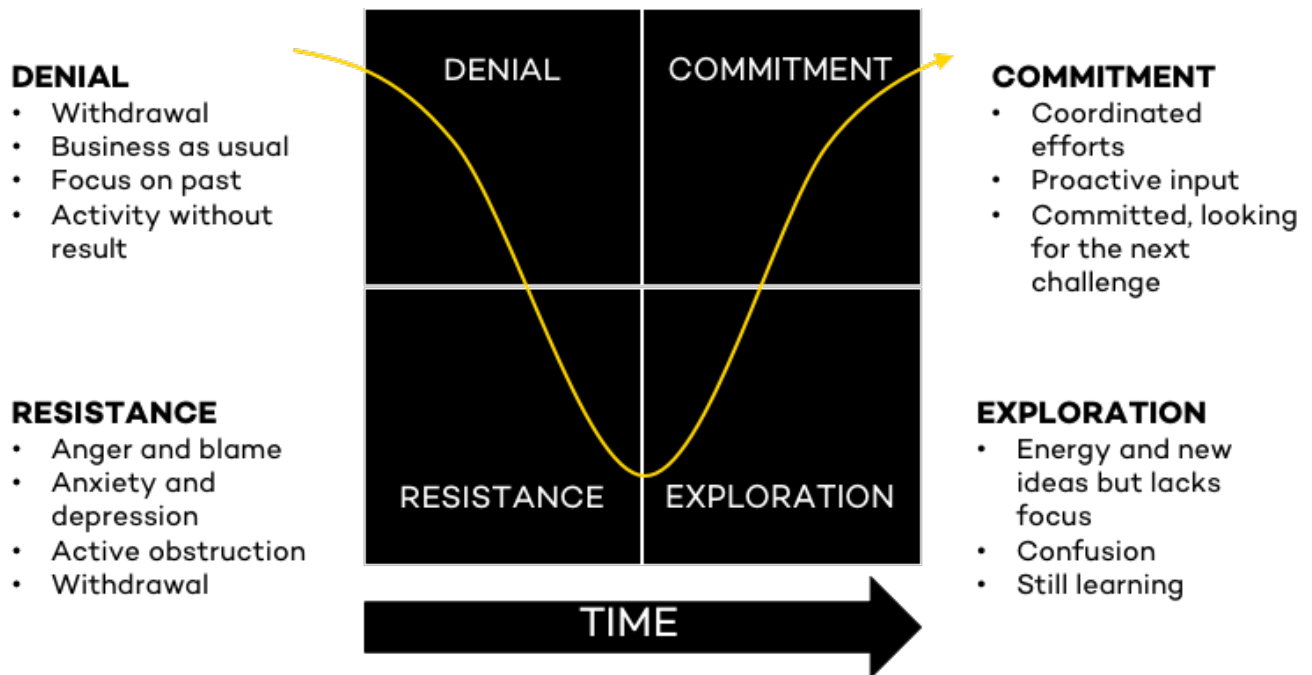


Step 1

Determine the current stage of change for each team member and note in the table on page 4.

Identify the stage each of your team members is in currently

Use the diagram and descriptions:



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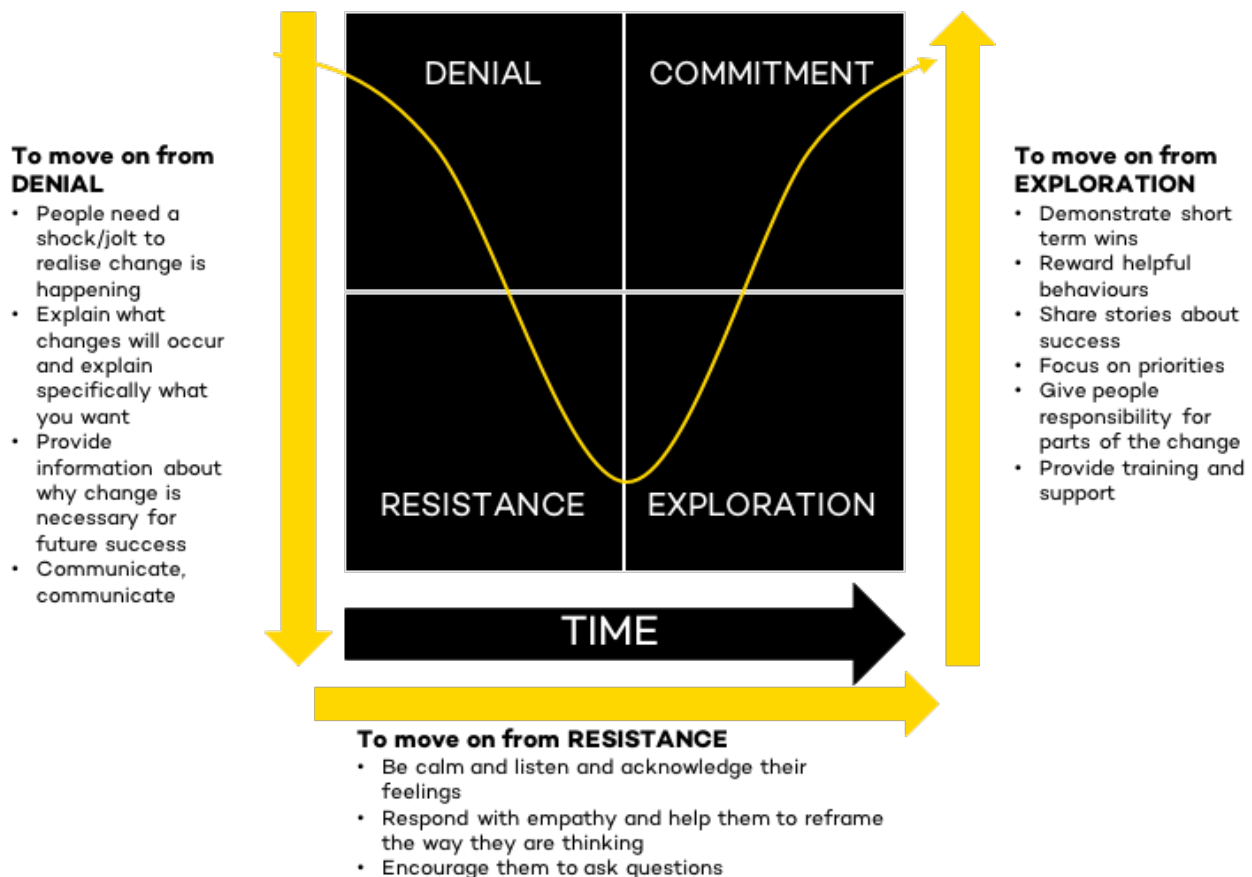


Step 2

Consider actions to take to help move team members to the **Commitment** stage.

Each team member will require a different management approach; depending on which stage of change you believe they are in currently.

Use the guide below to identify actions to help move team members along towards Commitment.



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Step 3:

Set out your action plan each team member.

Team member's name	Stage of change	Plan specific actions to make help move them through the change