

## **FIVE TIPS FOR DELIVERING WORKPLACE CHANGE AS A MANAGER**

**Delivering and managing workplace change can be a challenging and stressful time for staff and managers alike. The apprehension, anxiety and fear of change felt by staff can be taken out on the managers whose job it is to deliver the news and implement the changes.**

**Understanding some of the emotional responses to workplace change felt by your staff and using these strategies can smooth the way for both you and your team members.**

### **1. Present plans for change early**

Significant change in the workplace can be scary for many people, so the best thing to do is give your staff plenty of notice, communicate clearly and seek their feedback so that they feel involved in the process and valued by the organisation.

This will avoid confusion and misinformation.

### **2. Communicate continuously**

Schedule regular updates on upcoming or ongoing developments in the change process with staff as a group. Provide them a timeline and a consultation process with key dates.

Arrange individual meetings to address concerns that staff may wish to keep private.

### **3. Pay attention to your staff**

Identify your employees' individual coping strategies. Nobody will respond in the same way, and it is important to bring everyone along with you. While some people will see the changes as a new challenge, others will be avoidant or stressed.

Take the time to engage with everyone in a positive and collaborative way. The best thing for the business is for everyone to remain positive, productive and enthusiastic about their work.

### **4. Help your staff through the change**

Depending on your team and your staff, you might work as a group or One-on-One to discuss the stresses and challenges presented by the change process you're undertaking. Highlight the strengths of each employee and the contribution they will be able to make in the new working environment.

Encourage the idea of teamwork and collaboration as a crucial aspect of an effective workplace and demonstrate how the support of colleagues will help everyone to adapt to the impending change.

Ask your employees about their concerns and answer their questions clearly and promptly.

### **5. Reassure your team**

Tell your staff that you are confident in their ability to work in new ways or on new projects. Highlight the opportunities for training or skills development that will come with the changes underway in their workplace.

Workplace change is most effectively implemented, and with the least amount of anguish and anxiety, when managers or business owners lead with a positive attitude and an enthusiasm for the new challenge.

Demonstrate your enthusiasm by staying up-beat and positive, and avoid buying into any negativity or pessimism about the changes underway at your workplace. This way, your staff will see the positives or the potential, rather than wallowing in the doldrums.

