"I highly recommend this to all leaders."

"Thanks for sharing this. I always enjoy the time set aside for thinking and planning during the sessions. It’s nice to have that quiet time while you’re learning to reflect on how this applies to me."

"I very much appreciate the thoughtful insights and the personalized meeting component."

"As always, a useful and positive offering from CLOC. Thank you CLOC team."

"So glad I participated!"
One Month to Successfully Leading Change & Transition

Session 1
Why change can be challenging & why managing change is important
What we covered today

- Orientation to the program
- Change vs. transition
- Why change can be hard
- Why managing change and transition is important
- Creating your WIIFM statement
What you can do this week

- solidify your WIIFM statement
- encourage individuals to conduct a change audit
- have individual conversations about quantity and magnitude of changes in their lives
- have a "Readiness for Change" team conversation
1 MONTH TO...
SUCCESSFULLY LEADING CHANGE & TRANSITION

Session 2
Helping others thrive through change

Have access to two pieces of paper and pen/pencil
What we covered today

- Overview of Bridges Transition Model
- Change starts with Endings
- Navigating the ups and downs of neutral zone
- The renewed energy of new beginnings

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What you can do this week

- talk to team members individually about what will end for them in the change
- select the change strategies you will adopt
- work with team to develop a collective picture of the change
- have a "Change and Transition" team conversation
1 MONTH TO...

SUCCESSFULLY LEADING CHANGE & TRANSITION

Session 3

Your critical role
What we covered today

5 roles
- communicator
- liaison
- advocate/champion
- resistance manager
- coach

Coaching practice
When you coach, you are enabling success.
- RESPECT
- SUPPORT
- CHALLENGE
- INQUIRE

Communication practice

Risks & mitigation
What you can do this week

- reflect on the 5 roles; identify which ones might be challenging for you; make a plan
- practice honing your messages with the Communication Checklist
- challenge yourself to ask more questions
- have a "How are we doing?" team conversation
1 MONTH TO...
SUCCESSFULLY LEADING CHANGE & TRANSITION

Session 4
Working with resistance
What we covered today

Why resistance happens

Types of resistance behaviors

Causes of resistance

Strategies for managing resistance
What's Next

Sign up for a 1:1 "Leading Change Follow-up Meeting" with a CLOC consultant

- Go to https://go.umd.edu/changemeeting

- Click on the meeting slot you'd like to reserve. Meetings take place between March 27 and April 28.

- Press "save" in the pop-up box that appears to confirm your slot (the meeting will then be added to your calendar with a Zoom link).
What's Next

To prepare for your meeting, reflect on and fill out your "My Change Plan" worksheet.

Decide which topic you’d find most useful to talk about with your CLOC consultant.
Use with care

This material was created by the Center for Leadership & Organizational Change (CLOC) at the University of Maryland. We want you to apply what you learn here to build a workplace where everyone can flourish. If you’re interested in using or repurposing this material, please reach out to cloc@umd.edu.