

## Introducing Change

### Participants will learn:

- why people fear change
- how to plan for, and introduce, change
- the benefits of change
- the need to involve staff in proposed changes

 1.5 hours + debrief

 3-24 participants

 Staff at any level

 £395 ex vat

■ This activity highlights the need for a structured approach to change. It's an inevitable process so how best can it be handled?

In the first stage of the activity participants, working individually, complete a **Change Questionnaire**. This is then discussed in plenary session with the Trainer to get prejudices and mistaken ideas out into the open. This focuses attention on change issues.

For the second stage participants form teams of three to six per team and receive a **Briefing Sheet** describing the task – that of Managers faced with making some necessary, organizational changes. Their job is to decide what the key factors and the best way of introducing the changes to their organisation.

They have one hour to plan and then they must present their ideas, either by summarizing their discussions and decisions, or by making a presentation as if to their employees.

Effective teams will demonstrate an empathy with their audience (their staff), identify 'champions' for support, plan their communications, ask for options, avoid going into 'telling' mode and will stress the benefits that the changes will bring.



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### Trainer's Role

- 1 Issue Questionnaire to participants. Allow them time to fill these in and either lead a discussion on the issues raised or form teams (of 3-6) and let each team to go through the issues.
- 2 Hand out Team Briefs and allow teams time to study the scenario and prepare their presentations.
- 3 Issue the Staff Survey after 30 minutes which gives teams additional information on what the 'staff' have to say about the forthcoming changes.
- 4 Ask each team to present its findings and ideas either as a summary of their work or in the role of director addressing the employees.
- 5 Lead a Debrief on the activity and the presentations. Discuss the key issues that should have emerged.
- 6 Issue a handout summarizing the Key Points.
- 7 Compare what happened in the activity with what typically happens within an organisation.
- 8 (Optional) Ask teams to complete an Action Plan for introducing specific and real changes back at work.



### Testimonials



S. Hopwood, Summerfield Sanders LLP  
Northgate Activities: I think they're great. I haven't bought one that doesn't work.  
Thank you!



D Page, Warner Bros.

Northgate Games are easy to use and they have a wide range of products. They are extremely helpful whenever I contact them.

### Pack Contents

- Trainer's Notes
- PDFs of reprintable handouts
- Team Briefs
- Change Questionnaire (pad)
- The Survey (pad)
- Key Points Handout (pad)

### Purchasers

BHS  
Cunningham Lindsey  
University of Northumbria  
South Central Strategic Health  
Rexel  
Rio Tinto Alcan  
University of Leeds  
Northampton Borough Council  
NCC Group Plc  
Lighthouse Wales

### Ordering

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Delivery UK usually next working day, elsewhere 1-6 working days depending on location