

Coping with Change



**CHANGE
AHEAD**

Objectives

- Give an example of the different types of change that can happen in the place of work for each of the following:
 - planned change
 - unplanned change
- Give 3 examples of why change happens in the place of work
- Identify the different stages within a change process
- Give examples of how people might react to change at different points within the process
- Give 2 examples of tools or methods which might help them or others cope with change

Name both a planned and an unplanned change you have faced



Definitions

Planned Change

Planned Change

This is when a change is known before it is put in place, for example;

Changes in products/services

Introduction to new technologies

Unplanned Change

Unplanned Change

This is when something is imposed on the organisation and is often unforeseen.

Or when an aspect on the workplace suddenly alters.

Examples

Unplanned Change

Changing employee demographics

Government Regulations

Last minute alterations to work schedule

Planned Change

Changes in products and services

Changes in organisational size and structure

New technology

Why do you think adjust comes before transform?

The Change Cycle

Describe the difference between transform and transition

What do you think happens during the modify stage?

CHANGE

- 1.
- 2.
- 3.



ADJUST

MODIFY



NEW



TRANSITION

SHIFT

TRANSFORM



Role plays

In your groups act out the following scenarios and identify what ways people might react to the changes in both scenarios

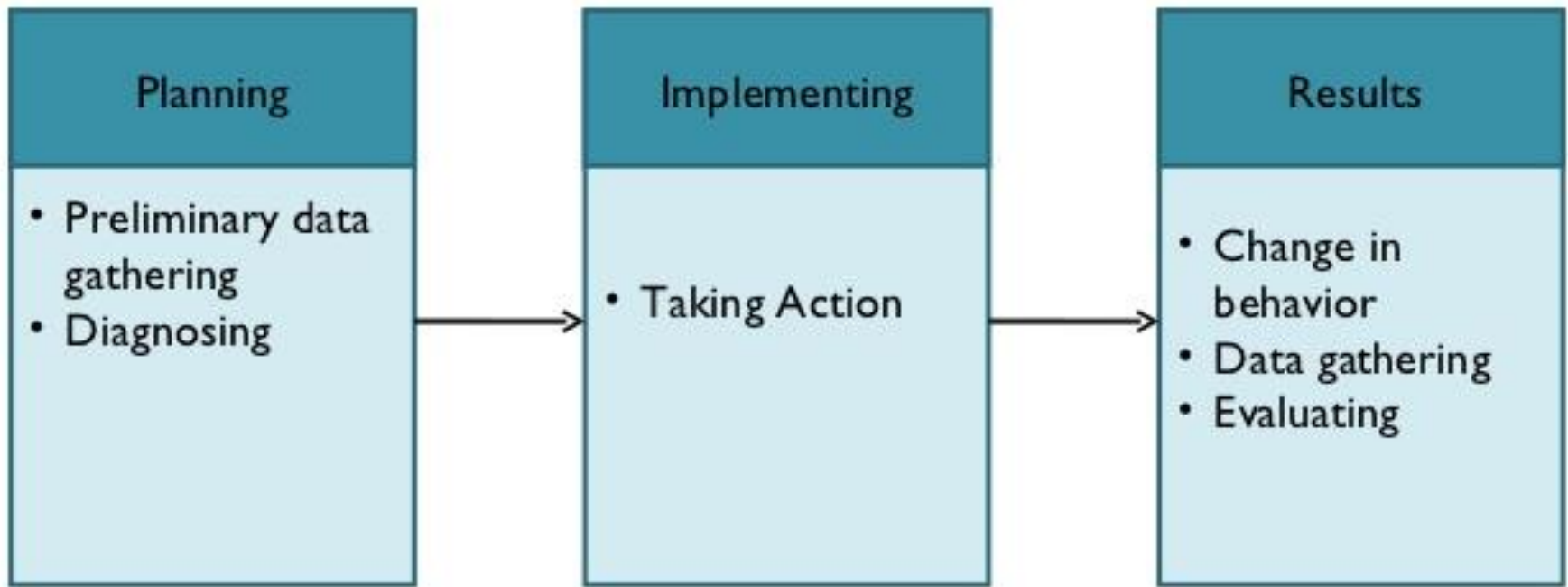
Scenario 1

One staff member is sat in the staff room, another walks in with the rota, they look worried and then ask if the other staff member can work later tomorrow.

Scenario 2

Several staff members are sat around a computer, then a manager walks in with a new piece of equipment, sets it up on another desk and walks out.

Methods for coping with change



Could you use this method for an unplanned change?

Recap:

Can you name each stage of the change process?

