

Leading Change Worksheet

Organizational change requires all four change elements to be successful:

| Define | Assess | Communicate | Reinforce |
|-------------------|-----------------------------|------------------------|----------------------|
| Define the change | Assess readiness for change | Communicate the change | Reinforce the change |

For a change you are leading, answer the following Change Champion questions:

Define: What is the change? Who will it impact?

Assess: How will the group react? What is their willingness & ability to participate?

Communicate: How will you communicate with clarity (mind) & empathy (heart)?

Reinforce: How will you provide ongoing support and empowerment?

