Change Management
&
Returning to your Workplace Safely

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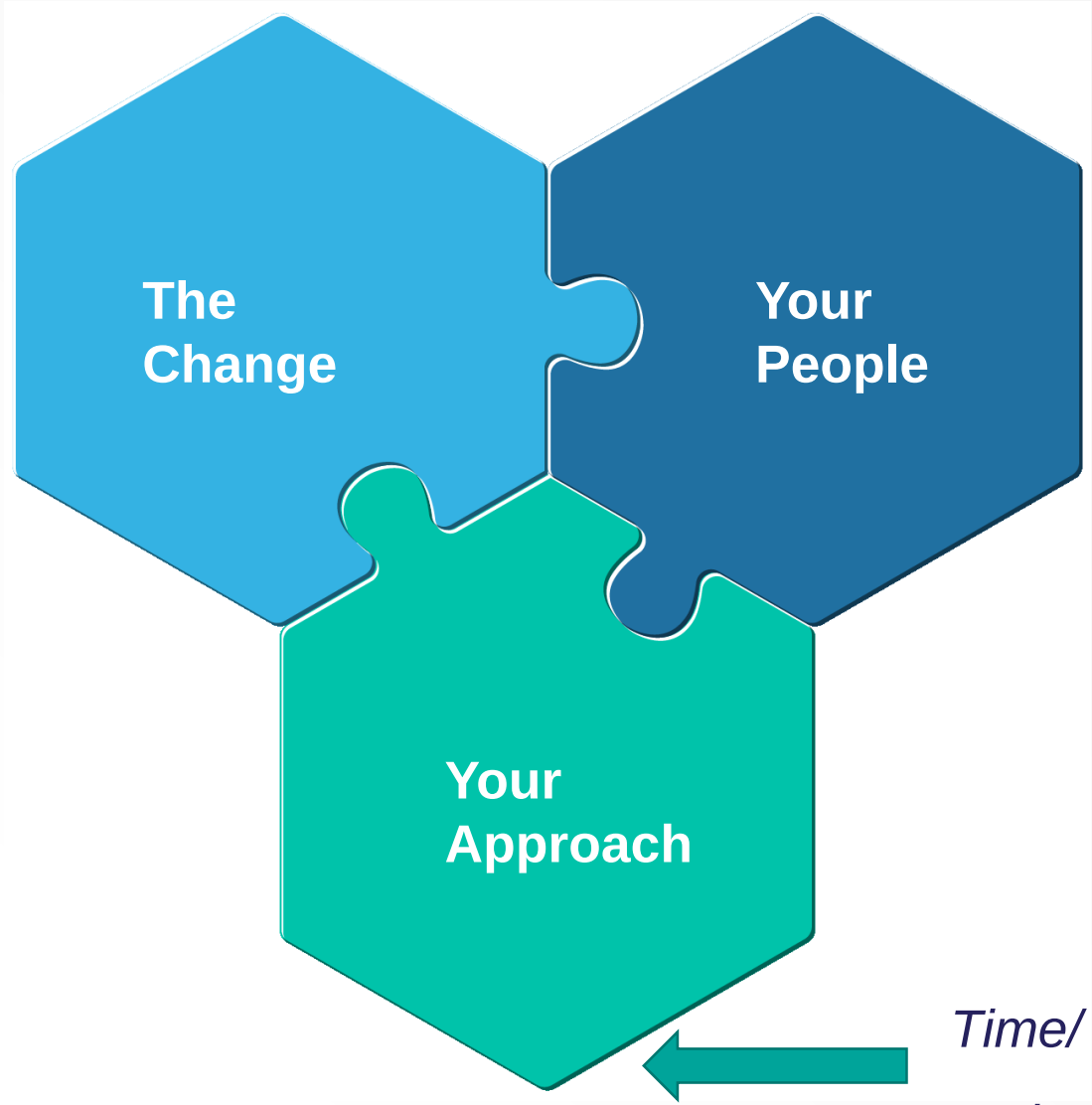
Managers leading Change

Understand it?

Believe in it ?



Mindset?

Behaviour?

Time/ Effort?

Style?

Your Change:

Context helps it ‘make sense’:

- Why are we doing this?
  - Then v Now
  - Multiple points of view
- Is it well thought out?
  - People
  - Principles
  - Process

Your Change: Details

‘Understand’

- What?
- Who?
- When?
- How?

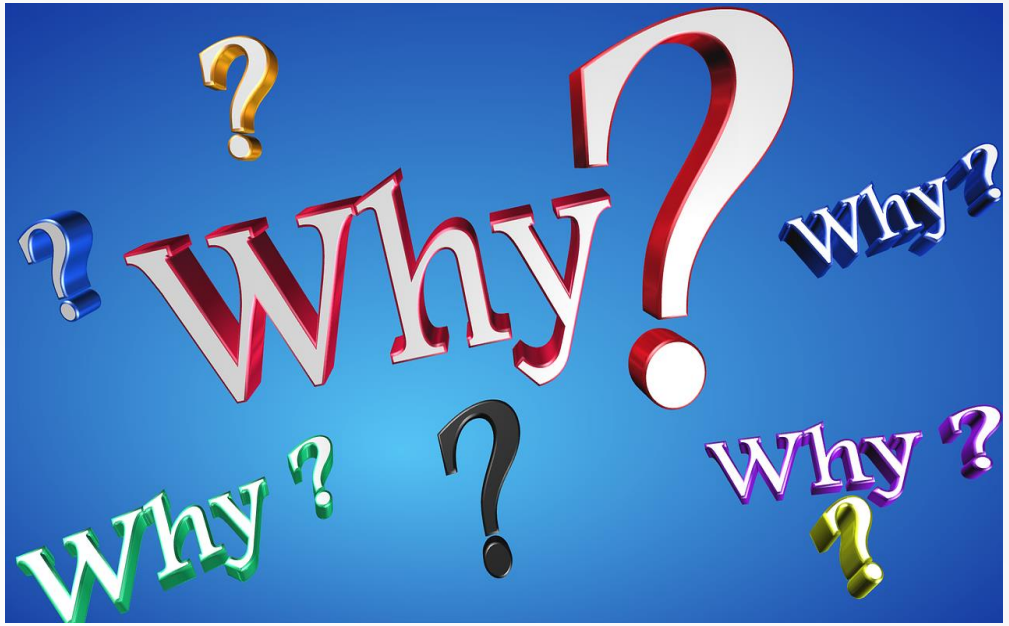
Opportunity for Input:

- How will our team work with this?

Your Change

Believe in it:

- Why our team?
- Why can’t we do this work at home?
- Why now?
- Why me?
- Why are we doing it this way?
- Why do I have do these processes?



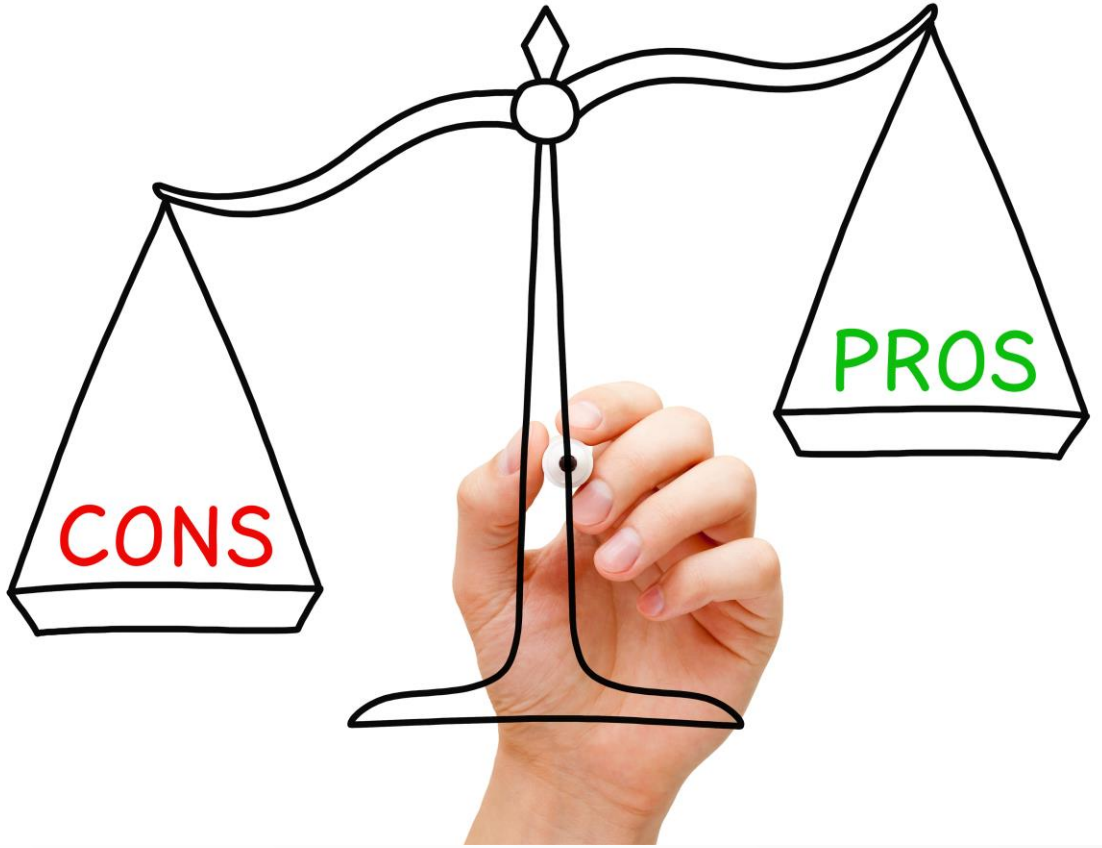
Open the discussion:

- What’s a better way, that would still achieve _____?

Your People

Change is Personal

- Knowing these is vital
- Working through the ‘cons’
- Adding to the ‘pros’
- Invite input:
  - Pros / Cons
  - What are we enjoying?
  - What do we miss?
  - What could we do differently?



Your People

Returning to Work Safely

Cons

- **Concerns about COVID-19**
- Less Flexibility
- Less Productivity
- Less Convenience
- ….
- ….

Pros

- Tech / workplace set up
- Connection with team and others
- Separation of work and home
- Reclaiming ‘normal life’
- ….
- ….

People + Change

Empower and celebrate

- To prepare: invite input
  - What might feel ‘strange’ when we start?
  - What might be difficult to do?
  - How should we manage this?
- Agree on a review process
- Make it easy
- Make it positive
- Listen loudly for ‘surprises’

Choose your Approach: Before

1. Start the conversations early
2. Transition from broad to narrow discussions
   - What's working at home like? What do you miss about being onsite?
   - What would we want to do differently, when things 'get a bit more normal'?
   - What would be important for us as a team to consider, about returning to work?
   - With the need to get back to work, how should we manage this so that it's fair on everyone?

3. Explaining 'Why' is critical for all key decisions.
4. Involve people in the 'nuts and bolts' of the planning
5. Communicate on a schedule
6. Recap feedback and actions
7. Agree on a process for review
8. Listen 'loudly' and be prepared to adapt

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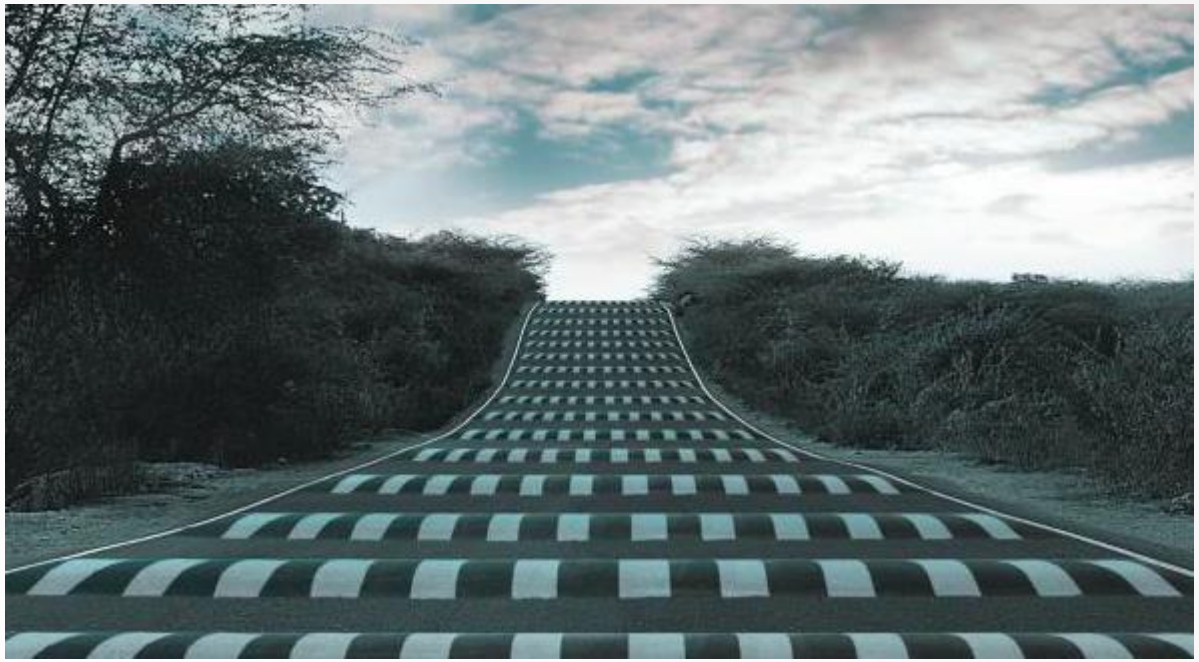
Your Approach



Thank you!

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