

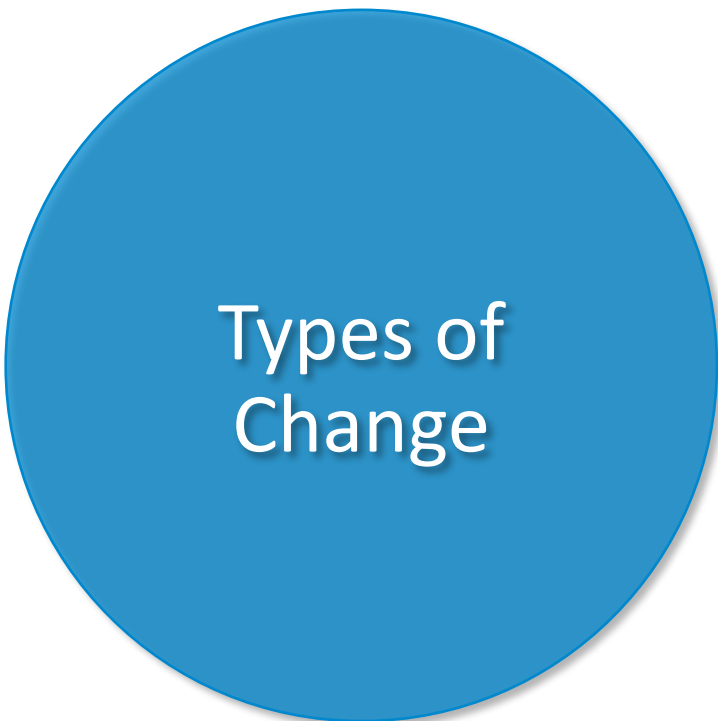
Tips for Managing Change in the Workplace

Objectives

1. Describe types of change and how these affect employees.

2. Identify tips to help leaders cope with change.

3. Explain coping skills anyone can use when facing change.



Types of Change

Transformational

Adaptive

Structural

Strategic

Remedial

Unplanned

Developmental

People-centric

Technological

Merger

Downsizing

How change impacts employees

- Fear related to their position in a new team
- Uncomfortable in a new team
- Mismatch of goals and values
- Afraid of not keeping up with change
- Feeling like they've lost control

Tips for managers

- Make a plan - start at the top and set clear goals
- Define the change and communicate

Tips for managers (continued)

- Show sympathy
- Give employees a voice and listen carefully
- Be patient and celebrate your employees

Coping skills when facing change

- Acknowledge that things are changing
- Realize that even good change can cause stress
- Keep up your regular schedule as much as possible
- Try to eat as healthily as possible and move your body

Coping skills when facing change (continued)

- Seek support
- Write down the positives that have come from this change
- Get proactive
- Vent but set limits
- Back away from social media and in-office chats if needed
- Give yourself a break

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