

10 Tips to Bring Change to Your Organization

There are ways to foster change and set yourself up for success long before you dive into the process and details of managing, scheduling and tracking change initiatives in your organization.

Here are ten tips to help you develop better teamwork, alignment transparency and communication—all critical to successfully implementing change.



The most successful change initiatives are the ones with the highest levels of participation from every role and every level of management.

1 Assemble and inform your team

Having an enthusiastic group behind your change management initiative is crucial for success. Let them know the end goal and how their efforts will have a direct impact on making a difference. They need to understand why implementing change isn't just project delivery but involves winning hearts and minds.

2 Define your approach

Decide if managing change will run in parallel to managing projects or if you want to incorporate the two disciplines into one methodology. Determining your approach upfront will eliminate considerable difficulty and duplication of work in the future.

3 Establish governance

Assign where responsibility lies within your change management model. Are change achievements and milestones the responsibility of the project manager or the manager of the department most impacted by the change? Or will you have a hybrid model where responsibility is shared?

4 Provide training

Educate your team on how to best manage change. Don't assume because we all experience change that everyone can automatically lead themselves and others through change. Moreover a proper training plan will accelerate change because it reinforces best practices and your approach / objectives.

5 Develop your methodology

This is where you determine the steps your team will take and how they will implement them to affect change. The methodology here must align with your company's culture — a good fit is essential.

6 Build a guidance toolkit

Provide supportive guidance, checklists and templates to help people get started and work in a cohesive and consistent manner. But be prescriptive, not proscriptive—it's better to lead by example and best practice verses by narrow rules and regulations.

7 Create champions

Once you establish a methodology, assign a few team members to own it along with the guidance toolkit. This will ensure these important tools are regularly updated and always relevant.

8 Encourage innovation

Create an environment where people are happy to experiment with new ways of working. Transparency and open communication are key in developing a culture of change, curiosity and innovation.

9 Offer a broad range of activities

To help make change a reality you must appeal to different skills and personalities. There must be process in place to enable change but not to the expense of suppressing difference and diversity. Having a flexible approach that can be customized to stakeholders needs and working style can mean the difference between success and failure.

10 Make participation a key metric

The most successful change initiatives are the ones with the highest levels of participation from every role and every level of management. This goes hand-in-hand with developing a culture that embraces change and is eager for innovation.

Enterprises need to have standards and processes in place to manage change. Yet, the way they approach change makes all the difference.

Learn more by watching our informative product tour or get started with a free 30-day trial of Clarizen

About Clarizen

Clarizen marries enterprise-wide communication and collaboration with robust change management capabilities, including, change request tracking and analysis, real-time reporting and automated workflows. Discover why enterprises worldwide choose Clarizen as an agent to drive and lead their change management and enable innovation, success and growth. Visit us today at www.clarizen.com

clarizen

Copyright © 2015 Clarizen. All rights reserved

UNITED STATES
1 (866) 502-9813

UNITED KINGDOM
0044 203 411 40 44

ISRAEL
972 (9) 794-4300

AUSTRALIA
61.3.9013.8621