

Suggested Transition Activities

Phase 1 – The End of the Old Way

Dealing with Loss

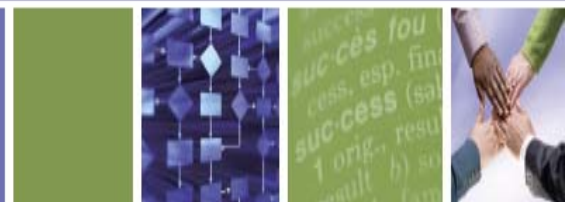
- Put up a graffiti board or suggestion box so that people can write anonymously what they are losing. Can be broken down into categories such as material things, emotions, feelings, etc. This can help the team lead/change leader get a feel for what's going on.
- Put out a training kit or newsletter with information on dealing with change. Can also use the education part of this package to deliver workshops.
- Create a webpage with bits and pieces about transition/change, links to articles on change/transition, the change plans, resources



Phase 1 – The End of the Old Way (Continued)

Compensate for losses

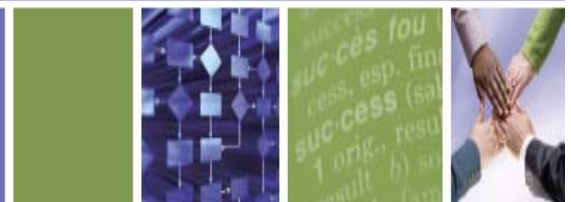
- Provide more interesting work/temporary assignments
- Introduce flexible work options
- Provide training 1) to build the new skills employees will need after the change; 2) resume writing/interviewing; 3) team building
- Relax some of the processes if possible
- Let team know there are services for transition such as new jobs, moving people to other jobs, outplacement services, referrals, etc. Strategic Support Services provides these services.



Phase 1 – The End of the Old Way (Continued)

Take a piece of the old way with you

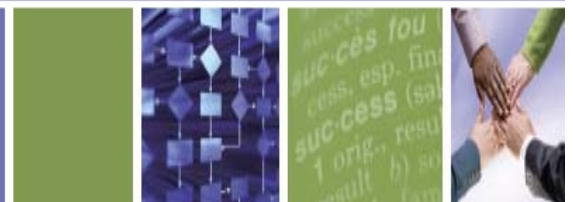
- Take old chairs, bookcases, bricks, or anything that represents the past into the new workplace
- Make a collage of old teammates
- Hold a celebration or party in the old workspace
- Have each person write something good about the old way and drop it into a suitcase. Take suitcase to new place and display contents
- Have everyone put something good about the old way, such as person's name with story, processes, or pictures, into a time capsule. Open it after a year in the new place. Reminisce about the old ways.



Phase 1 – The End of the Old Way (Continued)

Show how endings ensure the continuity of what really matters

- Make a visual that represents progress made. Could be something like the temperature gauges used in fundraisers, or check-in points at major milestones. Use slogans like “We’ve come a long way baby!”



Phase 1 – The End of the Old Way (Continued)

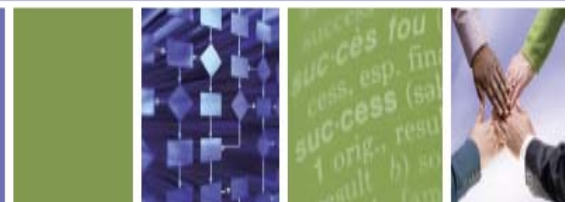
Accept the reality of losses

- Don't fall into the trap of thinking people are negative or hostile to change. Don't write someone off too early in the process. Accept that people grieve in different ways. Be open and available
- Do True Colors or Myers-Briggs with the team
- Keep employees informed about the change and its impact on them.



Phase 2 – The Neutral Zone

- Involve employees when you can: ask what they think, give assignments
- Tell story about pioneers who settled around Schubencadie and lessons they learned. (See attached document)
- Brainstorm new ideas on what employees can do to create opportunities. Can be done in a group, with a website, with suggestion boxes or through a committee
- Differentiate between naysayers and those who have legitimate concerns by using a survey or a peer committee for feedback. Address legitimate concerns, even if you can't do much about it.



Phase 3 – New Beginnings

- Put an organizational chart on the wall, which has the new reporting structure as well as individual names
- Give out personalized training plans
- Have a party or breakfast to mark new way
- Gifts or promotional items such as pens, mugs, conference bags, etc. Don't do this step before the new beginnings phase. Doing it too early will be a futile effort.
- Give employees the tools to do the new job (monitors, computers)
- Provide a nice workspace
- Allow employees to give input into the new way or a new part to play



Phase 3 – New Beginnings (Continued)

- Give facts and figures to support change or show benefits of the new way
- Provide floor plans or site visits and take input from those affected
- Incorporate new way into career plans and performance goals
- Provide visible supports. For example, if change is a software package, have IT support wearing special hats and in the offices around the workspace of those affected
- Recognize and reward those showing new behaviours. Could be linked to performance management rating or it could be special training.

