Learning Journal

Reflect on the section Planning and Executing Change Effectively, in Chapter 7 of the text. Summarize the key steps in planning and executing change in a 500 word journal entry.

Unfreeze Before Change

Preparing employees for changes in an organization will prevent the change effort from failing for the various reasons summarized below.

Communicating a Plan for Change

Communicating with employees about the change before it happens can help them be less resistant to the change when it happens, especially stemming the tides of their fears by answering questions such as what, how and why in advance.

Develop a Sense of Urgency

Complacency can be a problem in effecting change and by developing a sense of urgency such as phrasing the need for change as a threat to the company, be it internal or external, can help to motivate employees to embrace change.

Building a Coalition

Most companies have leaders in all or most areas, and with especially large organizations it can be difficult to convince each individual employee that change is necessary. When you convince the leaders to embrace change and they carry this message forward to the employees they influence, the employees may feel more comfortable in accepting change as it is embraced by someone they listen to.

Provide Support

Change can be scary and offering support where it is needed to employees can help to effect change more readily.

Allow Employees to Participate

Employees will more readily accept the change if they are involved in affecting it.

Executing Change

Once all barriers have been removed and proper preparations done, it’s time for change, but change itself must be approached in the right ways summarized below.

Continue to Provide Support

Once support has been provided in preparation for the change it cannot be taken away during the change as this would greatly impact employees in a negative way.

Create Small Wins

Any goal has milestones that need to be achieved, and this ensures that steam won’t be lost and employees won’t give up on the change halfway through.

Eliminate Obstacles

When change becomes too challenging employees can feel like giving up, so eliminating obstacles is important so that the change can feel seamless.

Refreeze After Change

Once things have changed, make sure they don’t change back.

Publicize Success

Being vocal about the success of the change effort and reiterating the reasons for change initially communicated in the unfreezing step in preparation for the change can help to cement that the change was necessary and that the company enacted the change for very useful and important reasons, which will cement that the change is here to stay.

Reward Change Adoption

Employees work well with rewards and incentives so incentivising a change adoption attitude will go a long way to getting employees on your side and ensuring that they adopt change.

Embracing Continuous Change

Companies need to be dynamic these days in an ever-changing world. If the company uptake to change is too slow the change itself might fail, so ensuring you build a culture of embracing continuous change will help all future change efforts.

Total Words (520)