

# **Article for Module 4**

## **How to Adapt to Change in the Workplace**

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# How to Adapt to Change in the Workplace

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If you are like most professionals, you can adapt to change as one of your reliable, professional attributes. But mostly that is for the sake of acing an interview. Once you are hired and confronted with a modern workplace's dynamism, you are likely to have a meltdown if you aren't adequately prepared. Changing roles now and then can be challenging, especially when you have to move to a new office and leave behind everyone, you have built a relationship. To help you adapt to changes in the workplace, here are six tips for you:

## **Say "YES" to change**

You will become a better human being when you acknowledge the fact that progress is impossible without change. You need to understand that if you want to make any meaningful change in your life, in your organization, or the world, you must be ready to say yes to change and to change your mindset and perspective when the need arises. An unforeseen change will most likely throw you off balance but, with an open mind, you will bounce back on course in good time. Adapting may require extra time and energy, but you will get there eventually if you aren't wasting energy fighting the change.

## **Hope for the best but prepare for the worst**

It's impossible to know what the future holds for your organization or your industry. You could be the boss and still not have the control of what happens a year from today. Instead of stressing over what the future will be like, it is better to focus on being the best version of yourself today with the hope that what you do today will shape a more prosperous future for you.

As you hope for the best, it is imperative that you prepare for multiple outcomes in a scenario so that you aren't caught off-guard. For example, organizations that had embraced remote working before the coronavirus pandemic had no problem adapting to the new work-from-home directives.

Assuming that you were caught off-guard by the coronavirus pandemic and unsure whether to allow all your employees to work from home or remodel your offices as per

the government's social distancing rules, it is better that you experiment with other flexible work schedules. You can, for example, allow employees to work in coworking space Los Angeles instead of letting them work at home full-time. This will buy you some time until you figure out the best way to proceed with your flexible work scheduling.

## **Learn new skills**

If the changes brought new challenges with them, which is mostly the case, do not throw your hands in the air and resign to fate. Make a list of the skills relevant to the new arrangement that you haven't perfected yet and then invest in developing them. Everything will become more comfortable for you with time.

## **Maintain open communication channels**

Changes will not pass you by smoothly, even if you pretend not to know they are occurring. They will sweep you along. The best thing is to seek more details from your seniors to prepare beforehand. Discuss with your colleagues, so together, you can have an accurate understanding of the changes and where you stand in the organization. If you are the boss, be honest and transparent with all affected staff members to help them adapt quickly.

## **Rethink your goals**

If the changes disrupt your career plans or goal timelines, you need to react fast and make the necessary adjustments before everything comes crumbling down. Maybe you had just started attending an evening class at a local community college but now have more evening responsibilities. Call the college and reschedule your class. If you have to scrap some goals, and set new ones to transition to your new role, make the necessary decisions early.

## **Conclusion**

Some changes are inevitable in the corporate world. In most cases, they help the organization better its competitive advantage in the market, which in turn brings in more profits when implemented correctly, and eventually lead to better employee remuneration. That is why you should focus all your energy on adapting rather than fighting against the change.

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