

## UK Workplace Committee



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## UK Workplace Committee Change Management 10 Top Tips



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## Change Management: 10 Top Tips

### 1. Context

Understand what is changing.  
Who, what and how.

### 2. Leadership

Endorse and lead by example.

### 3. Stakeholder Engagement

Identify and use champions or change agents to disseminate messages and 'live' the change.

### 4. Flexibility

Accept that people are individuals and need different levels of support, time and information to change. Don't keep banging the same drum if it doesn't work.

### 5. Communication

Be creative, use multiple channels.

### 6. Evolution

Create user experiences to demonstrate solutions, inspire, involve and engage.

### 7. Deal with Negativity

Listen, understand and adjust. Use positive peer influence.

### 8. Celebrate and Learn

If you are wrong admit it, adapt and change. Celebrate success.

### 9. Feedback

Gather feedback throughout the project. Change is a journey not an event.

### 10. Ongoing Change

Remember the change process continues long after the physical project is complete, so plan for "aftercare".