

# ***LEADING OTHERS THROUGH CHANGE***

## **Module Purpose**

This module is designed to help you understand the importance of developing effective change leadership skills for personal and professional success. Being able to lead others through change effectively is an essential skill for supervisors and managers in today's fast paced business world. Change is a constant, challenging part of the workplace environment. Taking the time to improve your skills is a worthwhile investment in your self-development. It takes both effort and practice to develop effective change leadership skills, but the payoff will be worth it.

## **Module Objectives**

### **Part 1: Leadership and Change**

- Discuss three forces that cause change.
- Identify the role of leadership in helping others manage change.
- Assess attitudes toward leading others through change.
- Identify factors that influence organizational behavior.
- Discuss stages of concern in organizational change.

### **Part 2: Helping Others Manage Change**

- Identify three forms of resistance to change.
- Identify how to manage resistance to change.
- Discuss how to help others develop resilience.
- Practice identifying specific change issues.

### **Part 3: Becoming a Change Leader**

- Discuss the importance of communication during change.
- Discuss how to encourage ownership of change efforts.
- Discuss the importance of planning for change.
- Practice using a planning tool. Force-Field Analysis.

### **Part 4: Enhancing Leading Change Skills**

- Write a personalized Action Plan for improving skills in leading change
- Complete a Performance Plan for using the knowledge and skills you developed in this module to assist with professional growth and development