Worksheet 4.1

Leading Change in My Organization

Strategy:

1. How do I think this change will be accepted?

2. How can I generate interest or make others see the importance of this change?

3. Who can help me make the change successful?

4. What are some of the initial steps I need to take?
Worksheet 5.1

Action Plan

PART 1

- List 3 strategies you would like to eventually put into practice in your organization. Then select the one that you think will be easiest to implement. Base your answers to the questions below on this single strategy. Keep the others in mind for future implementation.

1. _______________________________________________________________________

2. _______________________________________________________________________

3. _______________________________________________________________________

- Identify all of the people in your organization who will need to approve your strategy, in order of approvals.

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- Identify one or more people who can champion your strategy.

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____________________________________________________________________________
PART 1 (continued)

- Identify the resources (e.g., additional staff, physical resources, money) needed to implement this strategy.

  1. ____________________________________________________________________________

  ____________________________________________________________________________

  2. ____________________________________________________________________________

  ____________________________________________________________________________

  3. ____________________________________________________________________________

  ____________________________________________________________________________

- Identify potential obstacles.

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  ____________________________________________________________________________

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- Create a timeline this strategy, noting beginning dates, completion dates, and milestones.

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<tr>
<th>Strategy</th>
<th>Beginning Date</th>
<th>Milestone</th>
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Worksheet 5.1, continued

PART 2

- Which strategy did you implement?

1. Briefly describe the strategy:

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_________________________________________________________________________
_________________________________________________________________________

2. How would you assess the value of your action plan?

_________________________________________________________________________
_________________________________________________________________________

3. What steps did you take to implement the strategy, and what were the roadblocks, if any?

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<th>Steps</th>
<th>Roadblocks</th>
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PART 2 (continued)

4. What is your general assessment of the success of the strategy to date?

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5. What are your plans for continuing, modifying, or eliminating the strategy?

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6. What are your lessons learned?

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