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White Paper – Managing Change.

Aim – This paper suggests how to Manage Change effectively in an Organization.

The key to Managing Change effectively and efficiently depends on following a well defined and proven change process:-

- 1) Identify the Change Object – what is it that needs changing, how & why.
- 2) Communicate the need for change - the key stakeholders need to be made aware of what is changing and why.
- 3) Set up a Change steering committee – the change committee should have a sponsor at Senior Management level, a chairperson with a keen interest in the change and members from EVERY level of the organization.
- 4) Identify the forces FOR & AGAINST change as shown in the “Lewin” diagram below:-





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- 5) Maximize the forces FOR the change and minimize the forces AGAINST.
- 6) Freeze the change – put in place actions to consolidate & reinforce the change.
- 7) Review the change after a suitable qualifying period.

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