

TRANSITIONS

Helping Teams Navigate Change
Facilitator's Guide



Session Purpose: Acknowledge the transitions individuals experience, while providing a framework to move forward.

Session Overview: When change occurs, individuals move through various stages of transition based on their own unique experiences. While some will be comfortable from the start with change, others may struggle for a longer period. This session provides the opportunity to reflect on recent changes and to begin the process of moving forward.

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Session Outline:

Reflection on Change Questions	Facilitation Notes
<p>What have you lost as a result of the changes made to how we work?</p> <p>In addition to changes at work, what additional changes have been difficult for you?</p> <p>What do you need to let go off?</p>	<p><i>For in-person team meetings:</i></p> <p>Provide each participant stack of post-it-notes. Each participant will list one item per note, for all three questions. Encourage participants to list multiple responses for each question.</p> <p>Select volunteers to organize comments from all three questions into themes.</p> <p><i>For remote meetings:</i></p> <p>Consider various tools for interaction:</p> <ul style="list-style-type: none"> • Lino offers an online white board/post-it-note option for free: http://en.linoit.com/ • Poll Everywhere has a free service for 25 or less participants. Polling is anonymous on this tool. <p>Organize comments into themes.</p>
<p>Based on themes that emerged:</p> <p>Thoughts on the common themes expressed on the change to our work.</p>	<p>Since change is a subjective experience, recognize participants will have different views on loss.</p>

How do we move forward as the result of these losses?	Ask team to generate a list reactions/ behaviors individual might be experiencing.
What will be our team expectation for our behaviors during this time of transition back to campus?	Generate a list of expectations of behaviors for the team, recognizing how everyone's experience is different.

Moving Forward Questions:	Facilitator's Notes:
Looking at a time of unknown, what is still within our control? What did we do different during this time (as a team or individually) that was effective? Are there new ideas concerning the way we operate that should be considered?	Generate a list from all participants. (Could use Poll Everywhere or Lino for teams working remote.) Focus is on new ways of doing work (while working remote) that could continue as team returns to campus.
What ideas could we pursue? Based on the idea group was assigned, complete Four P's exercise. The four P's are: Purpose - explain the purpose of the idea. Picture - provide a picture of how the idea would look and feel, if implemented. Plan - provide example of steps necessary to move idea to completion. Part - what part can individuals play in the implementation of the idea.	Based on number of ideas generated, and feasibility of idea, have team vote on top 2-4 ideas. Remember to be cognizant of amount of change members of team have experienced. Divide team into 2 to 4 small groups to complete Four P's exercise. If remote, break into small groups for future discussion. Have each small group present their Four P exercise to the team

Next Steps

Questions:	Facilitators Notes:
Is there one or two ideas we could implement during this time? (next six months) Would this idea move us forward in a meaningful way? Volunteers to implement idea(s)	Open team discussion. Limit to one or two ideas, due to amount of change team has experienced. Identify team members interested in implementation od idea(s)

