

# TRANSITIONS

## Using Transition Theory to Navigate Change Facilitator's Guide



**Session Purpose:** Build understanding to assist team with the various transitions individuals experience during times of change and develop strategies to move forward.

**Session Overview:** Using Bridges' three stages of transition as the foundation for discussion, explore how individual team members are dealing with change. In addition to developing awareness, the team will develop strategies to move forward.

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**Introduction** – Overview of the three stages of Transitions individuals experience when faced with change

Questions	Facilitation Notes
<p>Definitions of three stages of transition:</p> <ul style="list-style-type: none"><li>• <i>Ending</i>- Experience the loss and ending of what you previously experienced.</li><li>• <i>Neutral</i>-Individuals caught between the past and present. Unsettled state.</li><li>• <i>New Beginning</i>-Feel new energy, opportunity. Individuals let go of past and are ready to accept new circumstances.</li></ul>	<p>Walk through the three stages of transitions model listed in handouts.</p> <p>Have individuals think about their stage of transition as a result of recent changes.</p>
<p>Each group answer the following questions:</p> <ul style="list-style-type: none"><li>• Describe behaviors and reactions of being in your current stage of transition.</li><li>• What is helpful for you during this time?</li><li>• What is difficult for you during this time?</li></ul>	<p>Have members of your team divide into groups, based on their stage of transition.</p> <p>Each group receives butcher paper/markers to record the answers to questions.</p> <p>For Remote Teams: Consider using</p> <ul style="list-style-type: none"><li>• Lino offers a free online white board/post-it-note option for free: <a href="http://en.linoit.com/">http://en.linoit.com/</a></li><li>• Microsoft Teams whiteboard</li></ul> <p>Member of the group presents overview of discussion.</p>

**Endings** – Experience the loss and ending of what you previously experienced.

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>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>For Remote Teams: Consider using Lino, a free online white board/post-it-note option for free: <a href="http://en.linoit.com/">http://en.linoit.com/</a></p> <p>Select volunteers to organizes comments from all three questions 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>How do we move forward as the result of these losses?</p> <p>What will be our team expectation for our behaviors during this time of transition back to campus?</p>	<p>Since change is a subjective experience, recognize participants will have different views on lose.</p> <p>Ask team to generate a list reactions/ behaviors individuals might be experiencing.</p> <p>Generate a list of expectations of behaviors for the team, recognizing how everyone’s experience is different.</p>

**Neutral**- Individuals caught between past and present. Unsettled state.

Questions:	Facilitator’s Notes:
<p>Looking at a time of unknown, what is still within our control?</p> <p>What did we do different during this time (as a team or individually) that was effective?</p> <p>Are there new ideas concerning the way we operate that should be considered?</p>	<p>The neutral zone is a time for creativity and experimenting. This series of questions is to encourage the opportunity to identify possible areas for innovation.</p> <p>Divide into small groups (if larger team) or partner participants to discuss questions and report to group.</p>

**New Beginnings-** Feel new energy and opportunity. Individuals let go of the past and are willing to accept new circumstances.

Questions:	Facilitator's Notes
<p>What ideas (generated previous section titled Neutral) could we pursue?</p> <p>Based on the idea group was assigned, complete Four P's exercise. The four P's are:</p> <p><b>Purpose-</b> explain the purpose of the idea.</p> <p><b>Picture-</b> provide a picture of how the idea would look and feel, if implemented.</p> <p><b>Plan-</b> provide example of steps necessary to move idea to completion.</p> <p><b>Part-</b> what part can individuals play in the implementation of the idea.</p>	<p>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.</p> <p>Divide team into 2 to 4 small groups to complete Four P's exercise.</p> <p>For remote teams, have small groups schedule time to meet outside of session.</p> <p>Have each small group present their Four P exercise to the team</p>

**Conclusion-** moving forward discussion, wrap up of program.

Questions:	Facilitators Notes:
<p>Is there one or two ideas we could implement during this time? (next six months)</p> <p>Would this idea move us forward in a meaningful way?</p> <p>Volunteers to implement idea(s)</p>	<p>Open team discussion.</p> <p>Limit to one or two ideas, due to amount of change team has experienced.</p> <p>Identify team members interested in implementation od idea(s)</p>
<p>One word to describe our discussion.</p> <p>Final thoughts?</p>	<p>Ask each member of your team to answer. This will provide an idea of the prospective of the team.</p>