

## **Questions I Want To Ask**

Use this section to capture any questions you would like to ask the workshop Facilitator, your Cohorts, Leader, or others.

| My question is for | _ |
|--------------------|---|
|                    |   |
| My guestion is for |   |
| My question is for | - |
|                    |   |
| My question is for | _ |
|                    |   |
|                    |   |

## **Use This Participant Guidebook**

This workshop is a session in the RDO / RM Development Series.

This is your Participant Guide (PG). It will follow the presentation slides, the facilitator discussion, and contains additional content, as well. You should take notes in this guide for use in debriefing/promoting this workshop with your own Team and Leader back "on-the-job".

#### **Workshop Length:**

4.5 hours, one scheduled break.

#### **Materials Needed:**

- This Participant Guide
- Pen or pencil

## Why This Topic?

You have likely already attended various courses on change management, read books about change processes, and participated in many organizational changes already.

- are you open to new perspectives on dealing with change?
- do you want to have change tools you can actually use?
- are you curious about what nature and the animal kingdom who been able to cope with change for many years - can teach us?

If that is the case, this course is perfect for you!



#### Laws of the Jungle – lessons on change management from the animal world:

· connecting animal characteristics and actions to successful change management in business

#### Pack Your Rucksack - foundational change management concepts:

- · the why and how of change management at Wellpath
- connection to the Wellpath Way

#### (Mind) Map The Route - leverage neuroscience

- · addressing psychological reasons that block change
- · recognizing and mitigating change fatigue

#### Forge a Trail - lead your team through change by first preparing yourself:

 crucial leadership principles and usable strategies for successfully managing change - for you and your employees

#### Calls of the Wild - what your employees want to hear about change

- basic rules of change communication
- warning calls: 6 do and don'ts of change leadership

#### Guide the Herd – use change frameworks to lead your team's trek:

- Transition Curve
- SCARF Model

#### Circle of Life - review and extend your change journey through:

- team take-backs
- make your commitment

#### Guidebook and Trail-Markers

#### Laws of the Jungle

On our trek we'll explore:

Welcome to the Jungle – lessons on change management from the animal world:

connecting animal characteristics and actions to successful change management in business

Pack Your Rucksack - foundational change management concepts:

- the why and how of change management at Wellpathconnection to the Wellpath Way

(Mind) Map The Route - leverage neuroscience

- addressing psychological reasons that block changerecognizing and mitigating change fatigue

Forge a Trail - lead your team through change by first preparing yourself:

crucial leadership principles and usable strategies for successfully managing change - for you and your employees

Calls of the Wild - what your employees want to hear about change

- basic rules of change communication
  warning calls: 6 do and don'ts of change leadership

Guide the Herd – use change frameworks to lead your team's trek:

- Transition CurveSCARF Model

Circle of Life - review and extend your change journey through:

- team take-backsmake your commitment



## Not Today's Circus, Not Today's Monkeys

| Our version of a "parking lot" |  |   |  |  |
|--------------------------------|--|---|--|--|
|                                |  |   |  |  |
|                                |  |   |  |  |
|                                |  |   |  |  |
|                                |  |   |  |  |
|                                |  |   |  |  |
|                                |  |   |  |  |
|                                |  | _ |  |  |



## Welcome to the Jungle

a look at 'change management' in the animal world





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## Nature doesn't hurry, yet everything is accomplished.

- Lao Tzu

## **Animal Idioms**

#### Complete these animal idioms

| out                     | see, do               |
|-------------------------|-----------------------|
| copy                    | egg                   |
| dropping like           | race                  |
| hold your               | make a                |
| get the share           | take the by the horns |
| in the house            | until the come home   |
| kill two with one stone | (a) little told me    |
| let the out of the bag  | smell a               |



### 5 Tenets of Change Management

#### FILL IN THE BLANKS

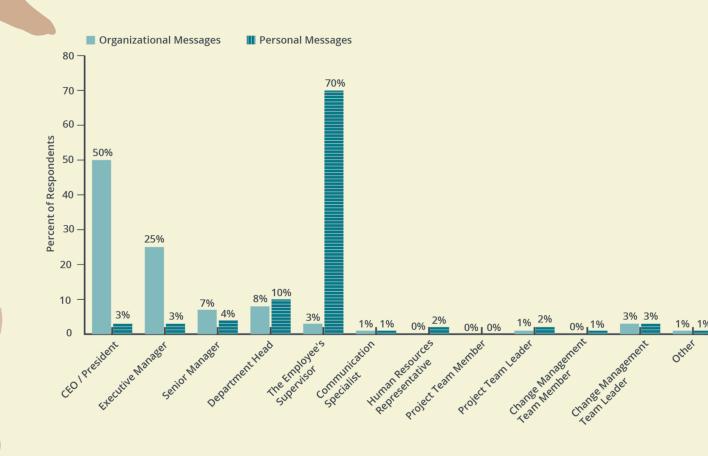
|      | Tenet 1 | We change for a  | Why are we changing?                                   |
|------|---------|--|--|
|      | Tenet 2 | Organizational change requires change.                       | Who has to do their job<br>differently (and how)?      |
| °°°° | Tenet 3 | Organizational outcomes are the result of individual change. | How much of our outcomes depend on adoption and usage? |
|      | Tenet 4 | CM is anfor managing the people side of change.              | What will we do to support adoption and usage?         |
|      | Tenet 5 | We apply CM to realize the andoutcomes of change.            | How will driving adoption and usage improve results?   |
|      |         |  |  |
|      |         |  |  |
|      |         |  |  |
|      |         |  |  |
|      |         |  | -  |
|      |         |  |  |
|      |         |  |  |



## Unified Value Proposition

| Reason for Change | Current<br>State | Transition<br>State | Future<br>State |
|-------------------|------------------|---------------------|-----------------|
|                   |                  |                     |                 |
| DEFINE CHANGE M   | ANAGEMENT        |                     |                 |
|                   |                  |                     |                 |
|                   |                  |                     |                 |
|                   |                  |                     |                 |
|                   |                  |                     |                 |
|                   |                  |                     |                 |
| CURRENT STATE IS  |                  |                     |                 |
|                   |                  |                     |                 |
|                   |                  |                     |                 |
|                   |                  |                     |                 |
|                   |                  |                     |                 |
| TRANSITION STATE  | IS               |                     |                 |
|                   |                  |                     |                 |
|                   |                  |                     |                 |
|                   |                  |                     |                 |
|                   |                  |                     |                 |
| FUTURE STATE IS   |                  |                     |                 |
|                   |                  |                     |                 |
|                   |                  |                     |                 |
|                   |                  |                     |                 |





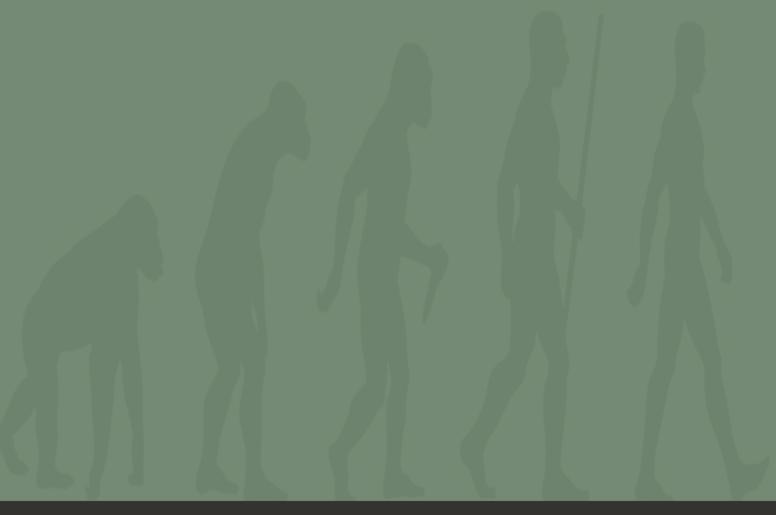
## WHY DO YOU THINK EMPLOYEES PREFER TO HEAR WIIFM FROM THEIR DIRECTOR SUPERVISOR?



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It is not the strongest of the species that survives, nor the most intelligent, but the one most responsive to change.

- Charles Darwin



## The Brain on Change





Change is pain

**Expectation shapes reality** 

Animal instincts take over.

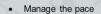
## Change Fatigue

#### **FILL IN THE COLUMN TITLES**

- Overwhelming cynicism and skepticism during conversations regarding your change initiatives
- Constant questioning of the intentions of your senior leaders
- General distrust of your change management team (sometimes accompanied by mocking or backbiting)



- Spread rapidly to other employees
- Create a toxic work environment permeated by distrust
- Result in losing people even seasoned, high-performing employees



 Reinforce a culture of improvement and innovation to maintain change resiliency

## WHAT TWO THINGS MUST LEADERS DO TO STOP CHANGE FATIGUE BEFORE IT HAPPENS?



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## They always say time changes things, but you actually have to change them yourself.

- Andy Warhol

## Change-Readiness Assessment

Circle the number beside each statement that reflects how accurately the statement describes you.

| Change-Re         | adiness Scale: 1 = Not Like Me                        | 6 = Exact | ly | Li | ke | N | le  |
|-------------------|---|-----------|----|----|----|---|-----|
| 1. I prefer the   | e familiar to the unkhown                             | 1         | 2  | 3  | 4  | 5 | 6   |
| 2. I rarely sec   | cond-guess myself                                     | 1         | 2  | 3  | 4  | 5 | 6   |
| 3. I'm unlikely   | y to change plans once they're set                    | 1         | 2  | 3  | 4  | 5 | 6   |
| 4. I can't wait   | t for the day to get started                          | 1         | 2  | 3  | 4  | 5 | 6   |
| 5. I believe in   | not getting your hopes too high                       | 1         | 2  | 3  | 4  | 5 | 6   |
| 6. If somethin    | ng's broken, I try to find a way to fix it            | 1         | 2  | 3  | 4  | 5 | 6   |
| 7. I get impat    | tient when there are no clear answers                 | 1         | 2  | 3  | 4  | 5 | 6   |
| 8. I'm inclined   | d to establish routines and stay with them            | 1         | 2  | 3  | 4  | 5 | 6   |
| 9. I can make     | e any situation work for me                           | 1         | 2  | 3  | 4  | 5 | 6   |
|                   | nething important doesn't work out, it takes me tim   |           | 2  | 3  | 4  | 5 | 6   |
| 11. I have a ha   | ard time relaxing and doing nothing                   | 1         | 2  | 3  | 4  | 5 | 6   |
| 12. If somethin   | ng can go wrong, it usually does                      | 1         | 2  | 3  | 4  | 5 | 6   |
| 13. When I get    | t stuck I'm inclined to improvise solutions           | 1         | 2  | 3  | 4  | 5 | 6   |
| 14. I get frustra | ated when I can't get a grip on something             | 1         | 2  | 3  | 4  | 5 | 6   |
| 15. I prefer wo   | ork that is similar and in my comfort zone            | 1         | 2  | 3  | 4  | 5 | 6   |
| 16. I can hand    | lle anything that comes along                         | 1         | 2  | 3  | 4  | 5 | 6   |
| 17. Once I've i   | made up my mind, I don't easily change it             | 1         | 2  | 3  | 4  | 5 | 6 ( |
|                   | self to the max                                       |           |    |    |    |   |     |
| 19. My tenden     | cy is to focus on what can go wrong                   | 1         | 2  | 3  | 4  | 5 | 6   |
|                   | ple need solutions to problems, they call on me       |           |    |    |    |   |     |
| 21. When an is    | ssue is unclear, my impulse is to clarify it right aw | /ay1      | 2  | 3  | 4  | 5 | 6   |

## Change-Readiness Assessment

#### The Seven Traits Of Change-Readiness

Add the scores for the questions in each category as indicated below. Note that in some cases the total must be subtracted from 35 to get the score for that trait.

| Reso       | urcefulness |  |
|------------|-------------|--|
| 6.         |             |  |
| 13.        |             |  |
| 20.<br>27. |             |  |
| 34.        |             |  |
|            |             |  |
|            | Score       |  |
|            |             |  |

| Ontin | ,iom   |                             |
|-------|--------|-----------------------------|
| Optim | IISIII |                             |
| 5.    |        |                             |
| 12.   |        |                             |
| 19.   |        |                             |
| 26.   |        |                             |
| 33.   |        |                             |
|       |        | Total<br>35 – Total = Score |

| Adver      | nturousness        |
|------------|--------------------|
| 1.         |                    |
| 8.         |                    |
| 15.        |                    |
| 22.<br>29. | <del></del>        |
| 29.        | <del></del>        |
|            | Total              |
|            | 35 - Total = Score |

| Passi                          | on/Drive | 2     |
|--------------------------------|----------|-------|
| 4.<br>11.<br>18.<br>25.<br>32. |          |       |
|                                |          | Score |

| Ac                             | laptabili | ty                  |         |
|--------------------------------|-----------|---------------------|---------|
| 3.<br>10.<br>17.<br>24.<br>31. |           |                     |         |
|                                |           | Total<br>35 – Total | = Score |

| 2.         | <u>nfidence</u> |
|------------|-----------------|
| 9.<br>16.  |                 |
| 23.<br>30. |                 |
| 30.        |                 |
|            | Score           |



| <u>To</u>                      | lerance for Ambiguity       |
|--------------------------------|-----------------------------|
| 7.<br>14.<br>21.<br>28.<br>35. |                             |
|                                | Total<br>35 – Total = Score |



## Change-Readiness Assessment

#### The Seven Traits Of Change-Readiness

#### Understanding Your Scores

Note: Optimal range for all categories is between 22 and 26.

**Resourcefulness:** Resourceful people are effective at taking the most of any situation and utilizing whatever resources are available to develop plans and contingencies. They see more than one way to achieve a goal, and they're able to look in less obvious places to find help. They have a real talent for creating new ways to solve old problems.

When people low in resourcefulness encounter obstacles, they get stuck, dig in their heels, and go back to the old way. Very high scorers (over 26) might overlook obvious solutions and create more work than is necessary.

**Optimism:** Is the glass half empty or half full? Optimism is highly correlated with Change-Readiness, since the pessimist observes only problems and obstacles while the optimist recognizes opportunities and possibilities.

Optimists tend to be more enthusiastic and positive about change. Their positive outlook is, founded on an abiding faith in the future and the belief that things usually work out for the best. Very high optimism scorers (over 26) may lack critical-thinking skills.

Adventurousness: Two ingredients capture this adventurous spirit: the inclination to take risks and the desire to pursue the unknown, to walk the path less taken. Adventurous people love a challenge.

Since change always involves both risk and the unknown, they usually perform well during organizational shake-ups. They are the proactors, the employees who initiate and create change. But very high scores (over 26) may indicate a tendency toward recklessness.

Passion / Drive: Passion is the fuel that maximizes all the other traits. If you have passion, nothing appears impossible. If you don't, change is exhausting. Passion is the individual's level of personal dynamism. It shows up in a person's level of intensity and determination.

To make a new procedure work, to overcome the myriad of problems that any plan for change unwittingly produces, you've got to have passion and enthusiasm. Very high scorers (over 26), however, may mean you're bullheaded, obsessed, and heading for burnout.

Adaptability: Adaptability includes two elements: flexibility and resilience. Flexible people have goals and dreams like everyone else, but they're not overly invested in them. When something doesn't work out, they'll say, "Plan A doesn't work, let's go to Plan B." Resilience is the capacity to rebound from adversity quickly with a minimum of trauma. Failure or mistakes do not throw them. They don't dwell on them and get depressed but bounce back quickly and move on.



## You cannot fix a problem you refuse to acknowledge.

~MARGARET HEFFERNAN, PROFESSOR OF PRACTICE AT THE UNIVERSITY OF BATH SCHOOL OF MANAGEMENT, UK

## Trail Conditions

#### CAN YOU ANSWER THESE QUESTIONS ABOUT YOUR TEAM?



How well does the rest of the team know and use your strengths day to day?

Which strength would you love to use more?

What do you see as the internal challenges that might get in the way of this team's success?

What patterns do you see in our team's behavior that might be limiting our performance?

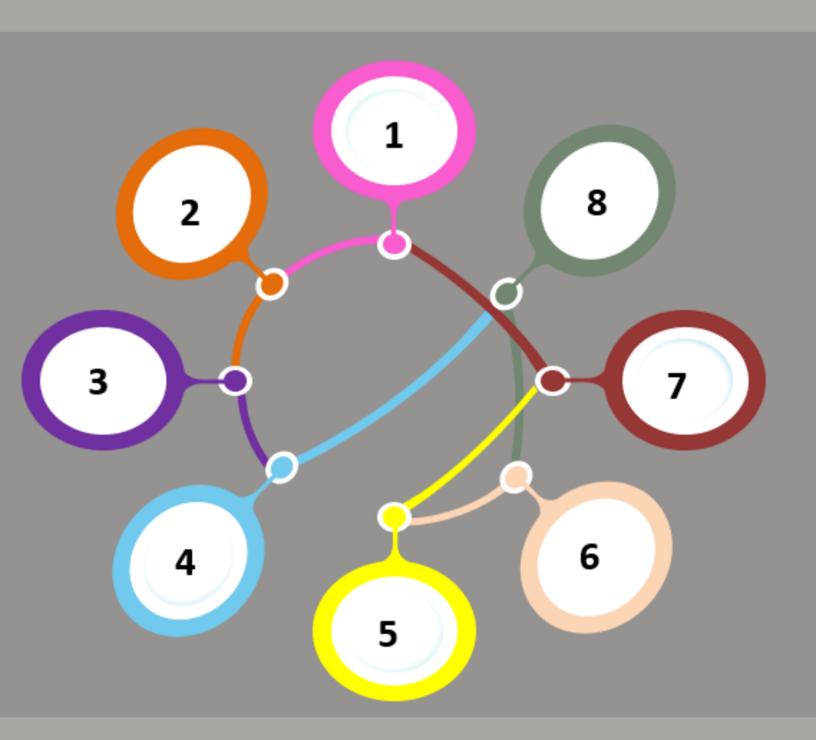
How comfortable are they about asking for help?

How confident they are about knowing where to get support from within the team?

·How confident each team member is, on a scale of 1-10, that other team members will implement agreed decisions, even when agreement was hard to reach?

How do they feel the team could get closer to a 10 in the next 30 days?

## Cluck Cluck Process Flow





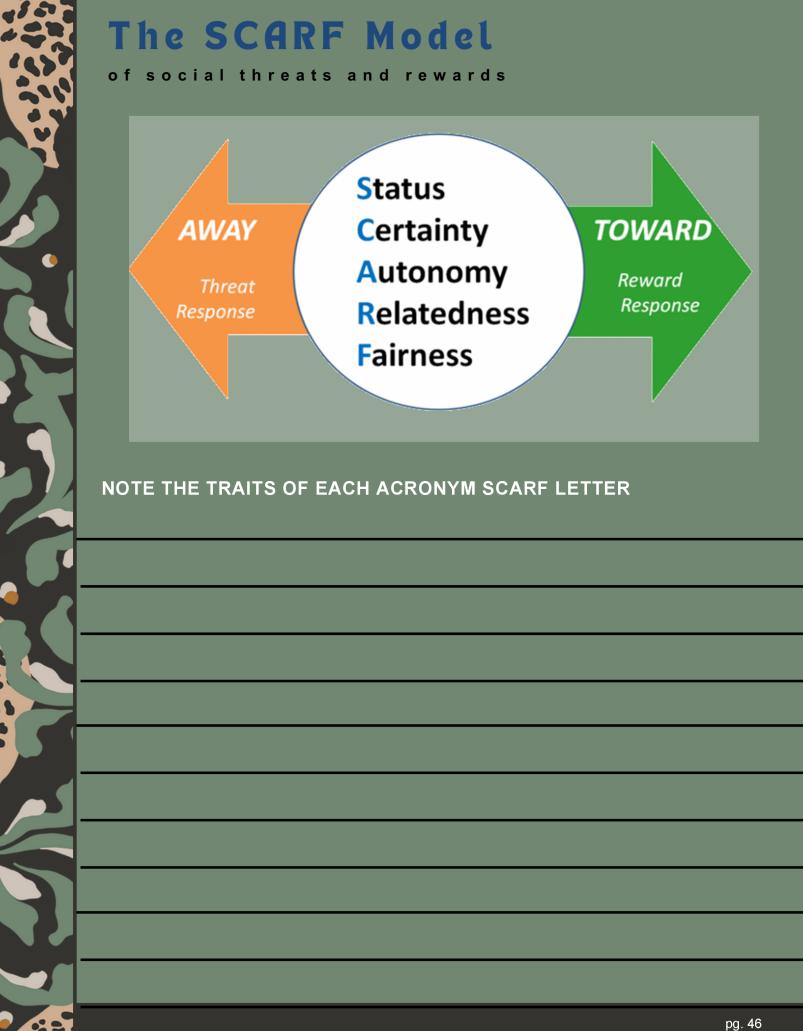
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Taking on a challenge is a lot like riding a horse. If you're comfortable while you're doin' it, you're probably doin' it Wrong.

- "Ted Lasso"



Often, what looks like resistance is actually lack of direction.



# Change your thoughts, and you change your World.

- Norman Vincent Peale

### The Transition Curve

How We Move Through Change

