

Change Tips

If you are to successfully alter the make-up of your casts you are going to need to make changes to how you and your colleagues think about and approach casting.

While change - in any context - can be exciting, invigorating and interesting, it can also create anxiety, can feel daunting and may present unexpected challenges. To help you navigate your way through this we've created a checklist of:

- + five key things you need to consider yourself when embarking on change
- + five key things to think about in order to bring other people on board with that change

If you're keen to dig deeper into change and how to successfully manage it, you can find further materials in the [resource library](#).

Five things to think about when embarking on change yourself

- 1. Before I start doing things differently, have I taken stock of the results my old approach used to deliver?**
Unless you know what your baseline is, how will you know whether your changes are proving successful?
- 2. Am I being realistic about the scale of change I want to undertake right now?**
Don't try to do everything at once - it's better to improve steadily but gradually, rather than crash and burn then abandon your plans because you've got disheartened or exhausted.
- 3. Have I considered how I am going to test whether the change I think I'm creating is genuine?**
How do you gather concrete evidence rather than relying on hunches as to whether or not you're being successful?
- 4. Who are the 'critical friends' who can help me shape my ideas and increase my understanding so I stand the best chance of being successful?**
You are far more likely to successfully implement change if you first test your ideas out with people who will give you honest feedback, and who will have relevant perspectives and experiences you lack.
- 5. Have I decided how I am going to hold myself to account and stay on track?**
You will need to put mechanisms in place to avoid losing focus when distractions and challenges invariably arise. Work out what these are, give yourself regular milestones and check-ins, and if one approach isn't working, try another until you find something that does.

Five things to think about when working to bring other people on board

1. Have I communicated clearly and compellingly about why change is important, what it will entail, and what it will mean for them?

You can't expect people to come with you if they don't know what you're trying to achieve, why you're trying to achieve it, or what you want their role to be in it.

2. Have I given people repeated opportunities to understand that change is happening and a chance to ask questions and provide their input?

People may need to be given the message repeatedly - don't rely on sending out one email or mentioning it once. Take time to respond to concerns and questions and be open to their feedback; if they come up with a better approach for achieving change, be flexible.

3. Am I talking to people about change in such a way that they feel the positive benefits of committing to it will outweigh the effort it may require of them to do?

Unless people can see why they should bother undertaking change, and have a sense that on balance the reward will ultimately outweigh the effort, they're unlikely to get onboard.

4. Am I remembering that people who are blocking change aren't necessarily doing it to be difficult?

It may be someone is responding negatively because they're feeling scared, insecure, frustrated or undermined by the change or how it's being implemented. Or perhaps they simply don't understand what you're asking them to do. Take time to listen to their concerns. Unless you empathise with their situation, you're unlikely to secure their co-operation.

5. Am I ready to support people through the periods when they feel change isn't happening?

Getting people started with a process of change requires energy. But make sure you keep some in reserve for the periods when, after the process is underway, people feel things aren't changing or aren't changing fast enough. This is when your extra support, encouragement and reassurance will be crucial.