

Change Management Workshop

Activity One

What is the change?	Why is it happening?
What are the things that happening? At a top level (restructure, office move, new process).	Why does the change need to happen? (because the VC says so is not good enough) List the benefits of the change. (more students, less students, more revenue, more efficient).
What are the details?	Who need to change?
Details about what will specifically happen and need to happen as a result of the change (office move, new process, staff training etc).	Who is impacted? Who will have to change? How much will they have to change? How will they be supported? Who else will be involved in the change? Who are the senior people you need to champion the change?

