

# 6 Steps to being CHANGE READY

Change readiness  
occurs by design,  
not by accident.

Each step carries  
equal weight.

## 1 Get Change Ready

Do the research & analysis that justifies change.

## 2 Share the What & Why

Explain the business case with transparency & authenticity.

## 3 Acknowledge the Gains & Losses

Connect with the emotion of change and communicate honestly.

## 4 Set the Tone

Be positive but realistic and encourage open communication.

## 5 Build a Clear Implementation Plan

With the devil in the detail, be thorough and test assumptions.

## 6 Consider the Longer term

Change is an ongoing process, not a discrete event.



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