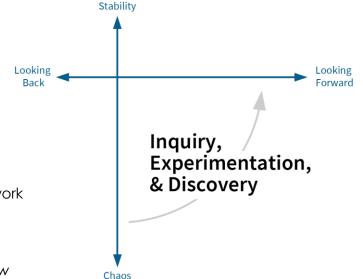
## Ways to Guide Others through the Challenges and Opportunities

- Help others:
  - o Identify and explore the hidden opportunities embedded in the change. What becomes possible for us because of this change?
  - Define the future of the change on their own terms and those of their agency or the City. What is your vision of an ideal future enabled by this change?
  - o Invent creative solutions to the challenges facing them, their team, their work area. What creative ideas do you have for solving this challenge?
- Continue surfacing obstacles to change acceptance and invite others to explore ways to proactively address each obstacle.
- For each setback ask: What have we learned from this setback or failure? How might the lessons from this setback inform what we do next?
- Encourage people to find creative answers to their questions about the change and their future role after the change is complete.
- Adjust the change vision, strategy, and plan in response to their insights, ideas, and proposed solutions.

## Ways to Deal with the Emotions of Those Who are in Inquiry, Experimentation, & Discovery

- Listen to other's frustrations and aspirations. Reinforce positive steps they can take to address their setbacks and frustrations and move toward their aspirations.
- Encourage personal reflection, insight, and learning from both setbacks and successes.
- Give people as much freedom and direction as you can.
- Support others in finding their own solutions.
- Encourage risk taking and trying out new ideas.
- Affirm and refine the change vision. Integrate others' ideas and suggestions. Keep the vision responsive/organic.
- Tell people as much as you know about what's happening, what's emerging, what's expected and also what you don't know, what isn't clear yet, what we're still learning/discovering.
- Encourage teamwork/collaboration as a pathway to exploring possible solutions and finding the way forward.
- Identify and provide training, tools, and resources to help people feel successful and supported.
- Set short-term goals and celebrate the little victories!



Adapted from **Change Basics**, by Linda and Jeff Russell ATD Press, 2006

CITY OF **MADISON** 

Web: <a href="https://www.cityofmadison.com/employeenet/performance-excellence/teamcity-change-leadership">https://www.cityofmadison.com/employeenet/performance-excellence/teamcity-change-leadership</a> Email: TCL@cityofmadison.com