

Change Management Checklist

Adapted from Erwin and Garmin, 2010

Anticipate and plan for resistance to change initiatives	☐
Assist employees who are inclined towards negative reactions (e.g. short-sighted, inflexible) to understand the need for change	☐
Engage employees who are more open to change to help encourage employees who may be more resistant	☐
Help employees with defensive behaviours (e.g. denial, blame, acting out) to understand that their behaviour is not acceptable	☐
Involve individuals with higher levels of resilience, risk tolerance, and positive self-concept in leading and implementing change initiatives	☐
Provide meaningful opportunities for staff feedback about change initiatives	☐
Respond to valid resistance to change and use it to improve the organisation and decision making	☐
Provide support and training to build employee confidence	☐
Communicate clearly with your employees aims and implications of change initiatives	☐
Ensure that employees understand the change, and how it will impact on them	☐
Ensure that your policies, goals, and actions are consistent with change initiatives	☐
Provide individuals with the opportunity to participate in the change process	☐
Develop confidence and trust by being open to constructive criticism and willing to revise change plans if appropriate	☐