

7 Steps to consider in Transition Management Planning:

1. Be able to describe the change its compelling rationale in 1 minute or less
2. Have a detailed implementation plan with timelines and accountabilities and communicate it
3. Understand, in detail, how the change will effect individual employees and teams
4. Acknowledge the change in the status quo, communicate often, accept grieving and protect the interest of those giving up the status quo to affect change
5. Communicate the new vision to help people move through the neutral zone
6. Create temporary solutions for unforeseen events
7. Launch the new beginning by clearly and specifically articulating and modeling the attitudes and behaviors needed to make the change work; let people know what skills they will need to succeed and provide the necessary resources to develop them.

Adapted from William Bridges, Transitions and Managing Transitions: Making the Most of Change 2nd Edition 2003