

10 Practical Tips for Dealing with Change

- For the person undergoing the inevitability of change in the work place

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Firstly, A little bit about Change....

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“*Change is inevitable except from a vending machine*” - Robert C. Gallagher

- Some changes are deliberate, while others are a result of the natural progression of life.
- Change is no longer an option. The sooner we come to terms with it, the easier it will be for us to get comfortable with it.
- Change should promote progress; it does not have to be negative.

...And a little bit more...

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- Some people love change and make changes in their lives often...
- Others dread change and agonise through it.
- Most of us are somewhere in the middle, enjoying a certain amount of change, but not too much.
- **The trouble with change is that it has a cluster effect.**
- **It should be recognised as 1 of the 3 constants. (Death, Taxes & Change)**
- **It should become part of business as usual**

Change Transition Curve Inevitability...

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1. Expect a reaction.

- People often say: ‘I don’t know why it’s affected me so much’, and criticise themselves for crying, laughing, or feeling moody.
- All these, and every other emotion, are normal in the face of change - any change.

2. Let yourself grieve.

- No matter how good it is, it means loss.
- When something in your life changes you lose the old way of being or the old set of circumstances. And loss means grief and nostalgia.

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3. Go with the flow

- Resist and be rigid in the face of change and it will be a lot more painful.
- Be flexible and you can ride it out more easily.
- Think of yourself like a boat in a storm: Turn against the waves and they'll crush you, go with them and they'll carry you home.

4. Hang onto the familiar...that is not changing

- If the change is big then keep up as many familiar things as you can - and remind yourself of how much in your life *isn't* changing.
- Stick to your usual routines, see people you normally see, and reassure yourself that not everything has to change just because some things have.

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5. Get support.

- Don't try to cope alone or keep your feelings to yourself.
- Being brave doesn't always mean managing alone, it may mean finding the courage to ask for help - professional or personal.
- Remember Professional support = Confidentiality.

6. Divide it up!

- When possible divide bigger changes into smaller steps. (It is a good enough tactic for eating elephants!)
- When you feel overwhelmed by the enormity of the change, concentrate on the step you've reached, rather than the bigger picture.

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7. Find the good in it. (You may have to look very hard but you can find it!)

- It's through change that we grow wiser and stronger and learn to make better decisions.
- Maximise any opportunities that may arise as a result of the change.
- Do something you've always wanted to do.

8. Know that it will end.

- All change comes to an end when the new circumstances are in place and become familiar to you.
- Every change, no matter how big, will end and you'll return to a feeling of normality.
- Keep this in mind when you feel as though you're in the middle of a bumpy ride.

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9. Celebrate... the journey of learning something new.

- *“The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn.” - Alvin Toffler*

10. At the end of this change....breathe, reflect and get ready to anticipate possible new changes

- Very few changes come as a bolt from nowhere
- Most culminate following a series of little changes - which you have ignored and/ or denied in the past...due to fear
- Use your new found confidence to proactively identify and work with change, which in turn will....
- Significantly increase your ability to deal with the next cycle of change



10 Practical Tips for Dealing with Change in the workplace

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