



leadchange

A horizontal row of orange silhouettes representing a diverse group of people of various ages and ethnicities.

Change Definition Tool

Practical tools for leading
in times of change.




888-823-1646 | www.learningpointgroup.com

Change Definition

Worksheet

Step 1

Define what the change is and what it is not.

| | | |
|--|---|--|
| <p style="text-align: center;">What IS the change?</p> |  | <p style="text-align: center;">What is it NOT?</p> |
|--|---|--|


Is the change negotiable?

Yes

No

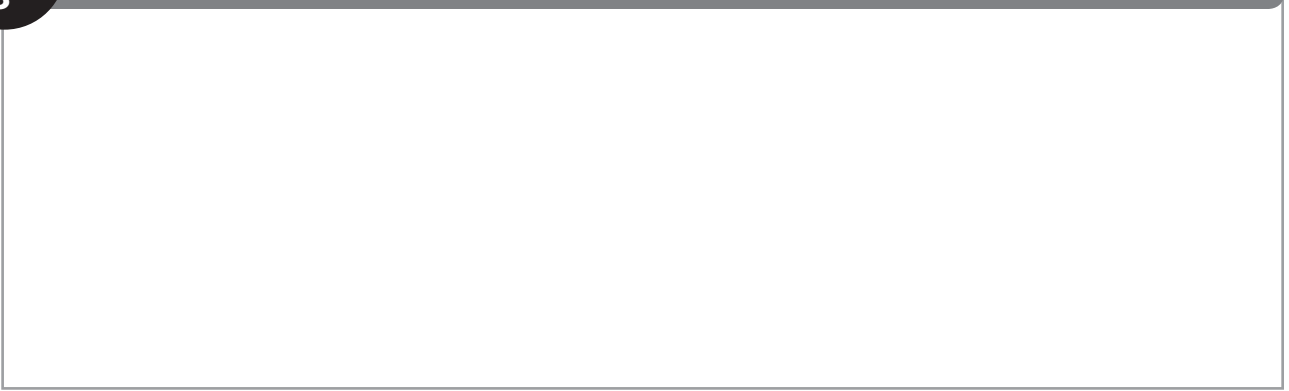
Step 2

Define why the change is necessary.

| | | |
|--|---|---|
| <p style="text-align: center;">Benefits</p> <p style="text-align: center;">Organization</p> <hr/> <p style="text-align: center;">Team</p> <hr/> <p style="text-align: center;">Individual</p> |  | <p style="text-align: center;">Risks</p> <p style="text-align: center;">Organization</p> <hr/> <p style="text-align: center;">Team</p> <hr/> <p style="text-align: center;">Individual</p> |
|--|---|---|

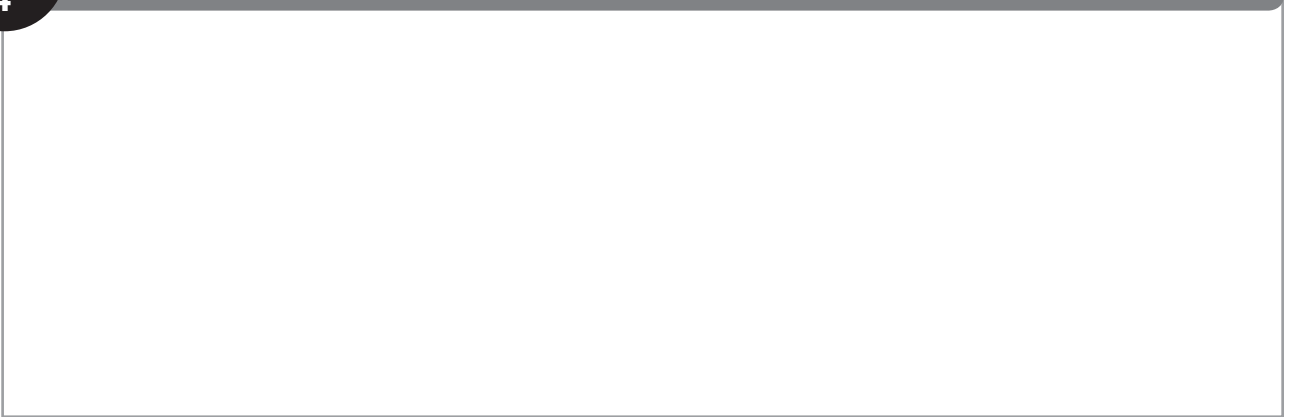
**Step
3**

Identify specific change requirements.



**Step
4**

Make a list of relevant questions and issues.



**Step
5**

Identify practical first steps.

