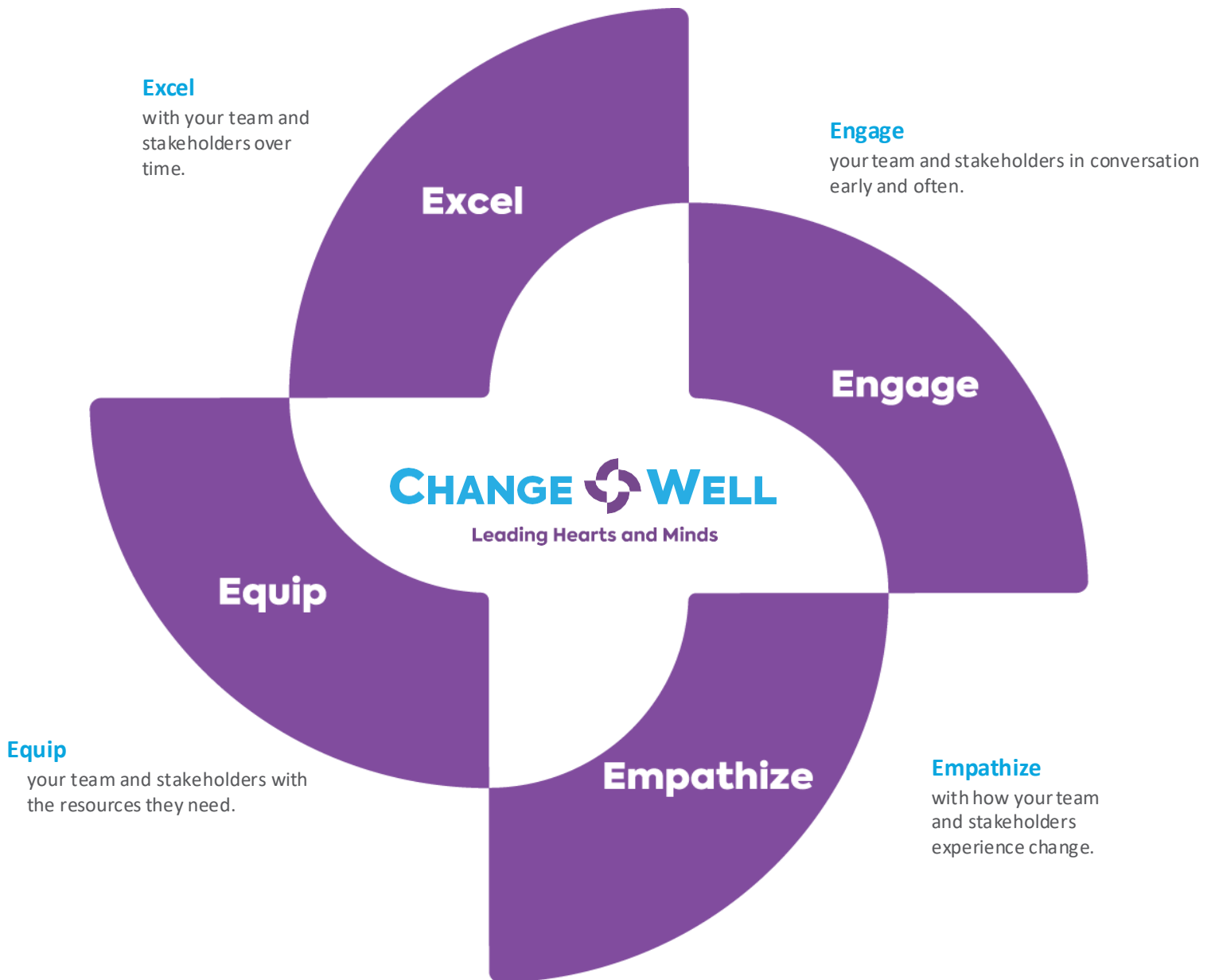


# Apply the ChangeWell Tools to a Relevant Change Being Implemented

Create the conditions for your team to succeed in change at Wellstar.



## CHANGE LEADERSHIP TOOLKIT

# The ChangeWell Change Health Checklist

CONSULT THIS CHECKLIST AS YOU DEVELOP YOUR PLAN.

To lead the people side of change effectively:

## Engage

your team and stakeholders in conversation early and often.

- Co-create the change when possible.
- Share what the change is and why it is happening.
- Have a two-way conversation about what they will do that is different.

## Empathize

with how your team and stakeholders experience the change.

- Ask how the change makes them feel.
- Ask if they feel seen and heard.
- Share what you can and can't do to support them along the way.

## Equip

your team and stakeholders with the resources they need.

- Ask them what is going well and what can be improved.
- Give them what you can to make the change happen.
- Ask you leader for more support when needed.

## Excel

with your team and stakeholders over time.

- Model the new way of working.
- Find ways to make the change stick.
- Celebrate their successes.

CHANGE LEADERSHIP TOOLKIT

# The ChangeWell Executive Change Health Checklist

CONSULT THIS CHECKLIST AS YOU DEVELOP YOUR PLAN.

To lead the people side of change effectively:

- |  |   |
|--|---|
| <p><b>Engage</b> your team and stakeholders in conversation early and often.</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Draw upon the network to create the change vision, strategy, and momentum together.</li> <li><input type="checkbox"/> Ask the network who the change will impact and how, throughout the organization.</li> <li><input type="checkbox"/> Mobilize the network to have ongoing conversations about why the change is important.</li> <li><input type="checkbox"/> Leverage the network to build and sustain a coalition of early adopters and change advocates.</li> </ul>             |
| <p><b>Empathize</b> with how your team and stakeholders experience change.</p>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Assess leaders' understanding of the change and adapt communications to clarify expectations.</li> <li><input type="checkbox"/> Continually ask for leader and team member feedback on the change experience.</li> <li><input type="checkbox"/> Facilitate conversations among senior leaders to identify ways to mitigate the pains of the change.</li> <li><input type="checkbox"/> Acknowledge feedback by sharing what you can and can't do to support people.</li> </ul>         |
| <p><b>Equip</b> your team and stakeholders with the resources they need.</p>     | <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that your team and network of change leaders know what their roles are in the change.</li> <li><input type="checkbox"/> Seek input from your network of change leaders on barriers to change and find ways to remove them.</li> <li><input type="checkbox"/> Provide resources, training, and support to enable people to make the change happen.</li> <li><input type="checkbox"/> Ensure that existing systems and processes are not undermining change adoption.</li> </ul> |
| <p><b>Excel</b> with your team and stakeholders over time.</p>                   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Recognize leaders and teams who model the new way of working.</li> <li><input type="checkbox"/> Facilitate ongoing conversations between your team and network of change leaders.</li> <li><input type="checkbox"/> Celebrate successes in change adoption early and often throughout the change.</li> <li><input type="checkbox"/> Be a committed partner to your network of change leaders throughout the entire change cycle.</li> </ul>   |

CHANGE LEADERSHIP TOOLKIT

# The ChangeWell Plan Template™

Use this template to develop an effective and comprehensive change leadership plan.



Say



Ask



Do



**ENGAGE**

your team and stakeholders early and often

What

Who

When

**EMPATHIZE**

with how your team and stakeholders experience change

What

Who

When

**EQUIP**

your team and stakeholders with the resources they need.

What

Who

When

**EXCEL**

with your team and stakeholders over time.

What

Who

When

## Practice: Refer to Your Checklist

Use the checklist when you are exploring options to reflect on ways to ensure you are considering the people side of change for your team members.

### Engage

your team and stakeholders in conversation early and often.

- Co-create the change when possible.
- Share what the change is and why it is happening.
- Have a two-way conversation about what they will do that is different.

### Empathize

with how your team experiences change.

- Ask how the change makes your team members feel.
- Ask your team members if they feel seen and heard.
- Share what you can and can't do to support them along the way.

### Equip

your team with the resources they need.

- Ask your team members what is going well and what can be improved.
- Ask your leader for more support when needed.
- Give your team members what you can to make the change happen.

### Excel

with your team over time.

- Model the new way of working.
- Find ways to make the change stick.
- Celebrate team member successes.