

Leader Toolkit

Your stage of change



We are **INSPIRATIONAL** leaders.

We inspire each other to be brave and bold. We learn from setbacks and strive to do better.

Why use this tool

Different people react to change in different ways. Use this tool to understand your response to change and plan your actions to help yourself through the change.

When to use this tool

When you recognise that you are being impacted by a change initiative. Use this tool from the outset of a change and throughout the change.

How to use this tool

1. There are four types of reaction and people tend to move through these four stages progressively (See diagram).
Look at the diagram and decide which stage of change you are currently in.
2. Identify actions that you can take to move **Commitment**.
3. Make sure you take note of your actions and check progress regularly.

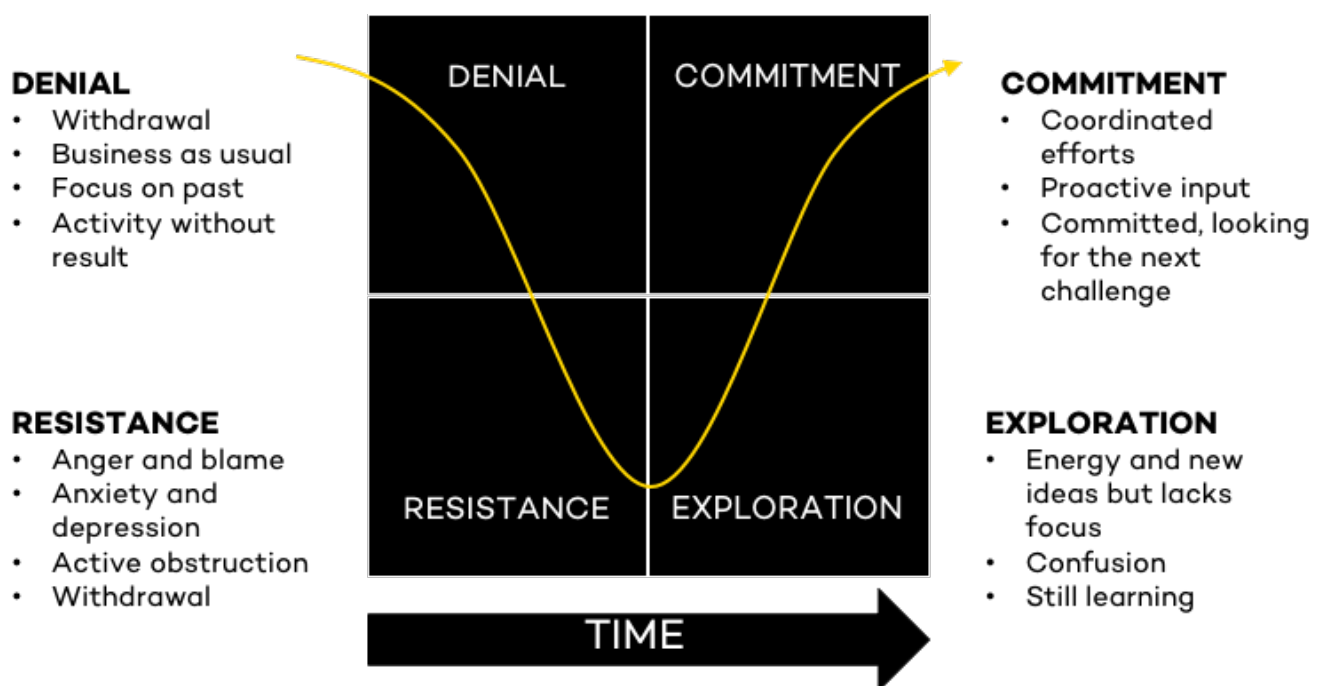
Tips

- **Almost everyone** will experience a number of these reactions to **different degrees** at different times during change.
- The time taken to move through the change stages will **depend on the impact** of the change and your **experience** in dealing with change.
- **Don't get impatient** or try to push yourself through; instead, do what you can to **guide yourself positively** and sensitively through the change process.

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Step 1: Identify the stage in which you are currently.



Your stage of change

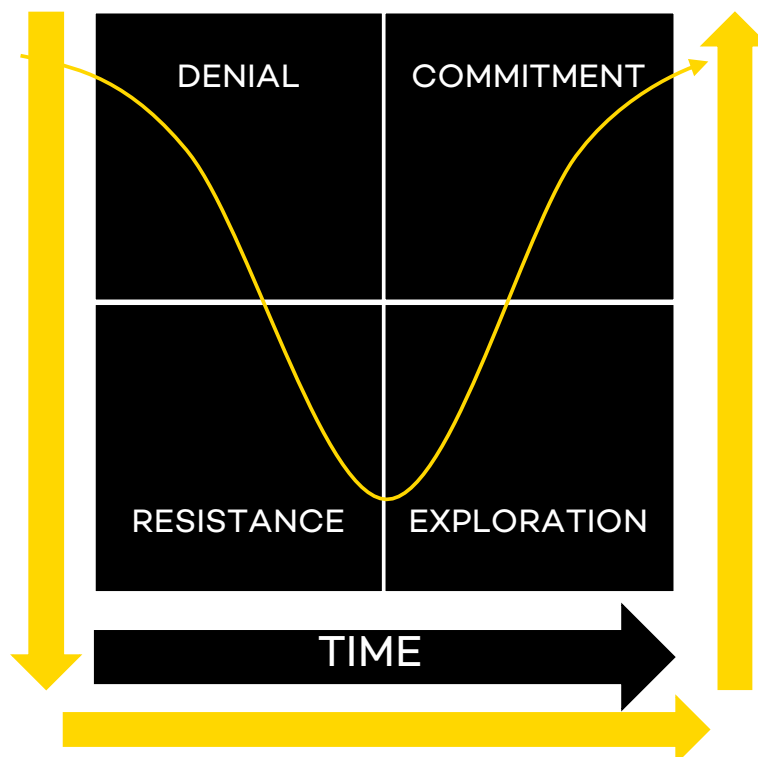


Step 2: Consider actions to take to help move you to the **Commitment** stage.

Use the guide below to identify actions to help move you along towards **Commitment**.

To move on from **DENIAL**

- Focus on the facts – what is changing and what is not
- Ask questions about the change and what it will mean for you



To move on from **EXPLORATION**

- Get involved
- Take action to prepare yourself for the change

To move on from **RESISTANCE**

- Be calm and constructive
- Focus on what you can control and influence
- Ask questions about the change and what opportunities might be



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Step 3: Take note of your actions and review progress regularly.

	WHAT AM I DOING WELL?	
	WHAT DO I NEED TO START DOING?	
	WHAT DO I NEED TO STOP DOING?	