

Change Protocol/Checklist*

Purpose of this Protocol: This tool was designed to facilitate the District having a consistent process by which to consider significant changes. This tool is to be utilized. How is up to each respective team. It can be used as a conversation vehicle, as guiding questions, as a checklist, as a form or in some other manner.

1. **Lead from Why** - Why is the change being made? What is the larger context of the change? What if the change is not made?
2. **Risk Over-Communication** - Have we considered and addressed the concerns of stakeholders? What different channels will be used to communicate? Have we addressed assumptions that may seem obvious to us, but may not be obvious to others?
3. **The Right Attitude** - How can we approach the change with an upbeat attitude and optimism? How will we plan and prepare to address any potential anxiety the change may cause?
4. **Make It Safe and Protect Your People** - How will we create psychological safety? How will we encourage and support risk-taking?
5. **Unintended Consequences** - What might be unintended consequences and how will we prepare to address them.
6. **Recognize Concerns - Spoken and Silent** - Have we recognized both spoken and unspoken concerns? Have we acknowledged and communicated that smooth sailing is not guaranteed?
7. **Encourage Smart Risk Taking** - How do we help people refocus on the possibilities? Have we fully communicated the seriousness of the risk of doing nothing?
8. **Nudge People into Discomfort** - Do we have a plan to help nudge people out of their comfort zones?
9. **Appoint “Change Ambassadors** - Have we secured helpers to ease people through the change?
10. **Reward Brave Behavior, Not Just Results** - Acknowledge people when they act bravely in order to reinforce a “risk-ready mindset”
11. **Lead By Example - Risk Your Own Safety** - Are we, as leaders, avoiding risks? Are we forging new ground so that others can forge new ground?

*Based on Margie Warrell’s [“Ten Things Great Leaders Do to Get People on Board with Change”](#),
An additional resource: [The Network Secrets of Great Change Agents](#) By: Julie Battilana & Tiziana Casciar