

# Communicating Changes to Your Organization

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“I remind myself every morning: Nothing I say this day will teach me anything. So if I'm going to learn, I must do it by listening.” Larry King

## Scriptures

“Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hears.” Ephesians 4: 29

“Hear instruction, and be wise, and refuse it not.” Proverbs 8: 33

## What is Communication?

Communication is a way of sending or exchanging information through words, signs, body language, written etc. to express feelings, information and ideas.

## Plan & Research

- Prior to communicating make sure as the leader you have all the **facts** and **details**.
- Know your team members.

## Three Ways to Deliver Change

- **Tell** – it is sometimes needed to tell people what to do depending on the person you are dealing with and the time constraints of the change. Remember this way of delivery will more than likely generate resistance and push back therefore it is wise not to use this method unless there is no other options available.
- **Convince**- Remember that your members may not like what they are called on to do, but they are more likely to respond as you need them to respond if they know and understand the why of the change.

- **Involve**- It has been proven that members are far more likely to understand and comply when they have a role in determining the form and substance of the change.

### **Resistance**

“Resistance to change will never be completely eliminated.”

### **Six Steps In Addressing Change**

- ❖ What is happening?
- ❖ When will the change take place?
- ❖ Why is the change needed?
- ❖ Inform your members what you asking of them.
- ❖ How are their role valuable to the change?
- ❖ Follow up

### **Reference**

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