

Needs Assessment (the why)		
Main Goals and Objectives		
Desired Outcome		
Factors / Forces that could effect your vision to action	Environment, Marketplace, & Business Factors:	
	Organizational Factors:	
	Cultural Factors & Climate:	
	Leader behavior & mindset:	
	Employee / Learner behavior & mindset: (Your faculty)	
Your personal characteristics that can impact your change: (ie. Leadership / negotiation skills, etc)	Strengths:	
	Weaknesses:	
Personnel who are supporters, resisters, and maybes	Supporters:	
	Resisters:	
	Maybes:	

Steps of Implementing Change	Establish sense of urgency	
	Form a powerful coalition	
	Create a vision and strategy	
	Communicate the vision & Inspire a shared vision	
	Model the way	
	Empower action with guidance, training, encouragement	
	Remove obstacles	
	Make it safe to make mistakes & sympathize with negative feelings	
	Break down change into small steps	
	Create short term wins / front load rewards	
	Stay committed to implementing the change & maintain enthusiasm	
Build on the change		
List of next (action) steps	1.	

planned to implement
change

2.

3.

4.

5.