

5 Steps To Successfully Managing Change

Change is integral to school life these days, whether it's externally imposed or internally designed to make improvements. It involves people at its heart, and needs them to co-operate and buy into the change to make it a success.



So how do you approach change at your school? Here are 5 tips to help you lead and manage any type of change situation.

1. Start with the end in mind

Identify the change completion date, as well as any milestones - to help ensure you're on target.

Identify the change success criteria. What will the outcome look, feel and sound like within your school (and beyond, if relevant!)

2. Sell the benefits



Do you usually tell staff just about the features of the change (practices / procedures involved), or do you also talk about the benefits? Not just the benefits to the school, but to the relevant school groups which the change impacts upon.

Sometimes you might have to search hard for these if the change is externally imposed and you don't agree with it (or don't think it's appropriate for your school). One way to tackle this is to encourage staff (perhaps in team meetings) to come up with the benefits themselves. They may even think of some that you haven't!

3. Allay any fears

Fears arise because of staff perceptions about the change. Perhaps the most common 'fear' is about the extra workload it will bring. Pre-empt this by allowing flexible approaches to achieving the end goal; encourage them to come up with options to get there - this will help them feel that they have more control of the situation.



Use your team leaders to help identify staff fears, and come up with some solutions so you have some answers to potential objections from the outset.

4. Identify your network of influencers

Who will immediately come on board with this change? Who are your usual supporters? These will be your sales team! Ensure they're fully informed about what's needed for the change to succeed. They will help you promote the change with other staff. And don't just limit this group to teaching staff!

5. Maintain optimism!

Keep reminding yourself & your staff teams of the benefits of the change. Be outwardly as positive as you can be. Positivity is infectious. Even when the doubters challenge you, be assertive in your response.

For example: *"Thanks for bringing this to my attention. I appreciate it can be (difficult/time consuming). Let's focus on what's possible to achieve over the coming weeks, and what further support you can access. I'm still confident this change is the best thing for the children / school ..."*

Using a coaching approach with colleagues can be another useful way to help manage change ...

New 4-Day Accredited & Non-Accredited Coaching Skills Courses

Starting November 2014 ... This 4 day practical course will give participants the skills to coach others to manage issues positively and confidently, raise attainment & achieve changes more quickly.

For more information contact Debbie on 01629 734 101 or see website: www.squaretwo.co.uk



Coaching & Development for schools