

319 Plan and implement innovation and change

Summary

Plan & implement change & new ways of working in your area of responsibility.

You will apply the following skills:

- Evaluating
- Planning
- Organising
- Communicating
- Negotiating
- Managing Resources
- Analysing
- Motivating
- Problem Solving
- Decision-making

Performance Indicators

You will:

Plan opportunities for change

1. Encourage individuals and teams to challenge existing ways of working
2. Identify options for innovation and change
3. Plan change, identifying your vision, goals, objectives, timescales and resources
4. Agree plans for change with decision-makers

Implement change

5. Communicate your plans for change
6. Encourage colleagues to contribute to your plans
7. Negotiate changes to your plans whilst still focusing on your vision and goals
8. Implement change, providing information, support and motivation to those affected
9. Identify and solve problems
10. Monitor and evaluate change

Knowledge

You will know:

1. Why change & innovation are important to organisations, individuals & teams
2. How to engage teams and individuals in the whole change process and encourage them to feel they are contributing to the process
3. The impact of change and innovation on teams and individuals and how to manage this impact to achieve positive outcomes
4. How teams and individuals can challenge existing ways of working creatively and constructively
5. Why it is important to have a vision and goals for change and innovation and to communicate them to those involved
6. Why planning is important to promoting change and innovation
7. The types of problems that may arise during a change process and how to respond to these
8. Why it is important to monitor and evaluate the change process and how to make use of the outcomes of evaluation