

## S420: Plan change for a team

**Overview:** Identify and develop opportunities for change and plan change for a team.

**Links:** Business Support Services; Work responsibilities

**Specific skills:**

- Analysing
- Communicating
- Decision-making
- Evaluating
- Managing resources
- Motivating
- Negotiating
- Organising
- Persuading
- Planning
- Problem-solving

### Performance Indicators

#### Identify and develop opportunities for change

1. Recognise opportunities for change for the team
2. Evaluate options for change in terms of the constraints, risks, benefits, costs, resources and implications for the organisation and team
3. Analyse and cost the risks and benefits associated with these options
4. Persuade team to commit itself to change

#### Plan for change

5. Encourage the team to challenge existing ways of working and to put forward new ideas
6. Plan change, identifying vision, goals, objectives, timescales and resources
7. Agree plans for change with relevant decision-makers

### Knowledge & Understanding

- A. The purpose and benefits of change to organisations, individuals and teams
- B. The purpose and benefits of engaging teams and individuals in the whole change process and encouraging them to feel they are contributing to the process
- C. How teams and individuals can challenge creatively and constructively existing ways of working
- D. The purpose of having a vision and goals for change and to communicate them to those involved
- E. The purpose and benefits of planning the promotion of change
- F. The purpose and benefits of being adaptable during the change process and being ready to renegotiate plans
- G. The types of problems that may arise during a change process and how to respond to them