

S421: Plan change across teams

Overview: Identify and develop opportunities for change and plan change across teams.

Links: Business Support Services; Work Responsibilities

Specific skills:

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

Performance Indicators

Knowledge & Understanding

Identify and develop opportunities for change

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

Plan for change

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

- 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 creatively and constructively challenge 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