



# Master Change Management

Navigate workplace transitions with confidence and care



# Understanding Change Types

## Minor Changes

- Position title updates
- Reporting line shifts
- Team movements

## Significant Changes

- Restructuring
- New systems
- Redundancy

# Six Guiding Principles



## Employees First

Wellbeing is our top priority



## Real & Inclusive

Genuine, authentic, transparent experience



## Customised

Reflects nature and complexity



## Connected

Links to purpose and promise



## Business-Led

Leaders own and drive change



## Realistic

Plan for new ways of working

# The Change Process

1

## **Preparation**

Develop plan, business case, secure approval

2

## **Consultation**

Schedule, consult team, provide support

3

## **Review**

Consider feedback, make decisions, advise team

4

## **Implementation**

Support transitions, complete close-out activities

5

## **Embedding**

New ways of working, coaching, lessons learnt



# Consultation Point Essentials

01

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## Schedule & Prepare

Create consultation packs, schedule meetings, prepare leader scripts

02

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## Consult Team

Conduct 1:1 meetings, team briefings, share proposal

03

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## Provide Support

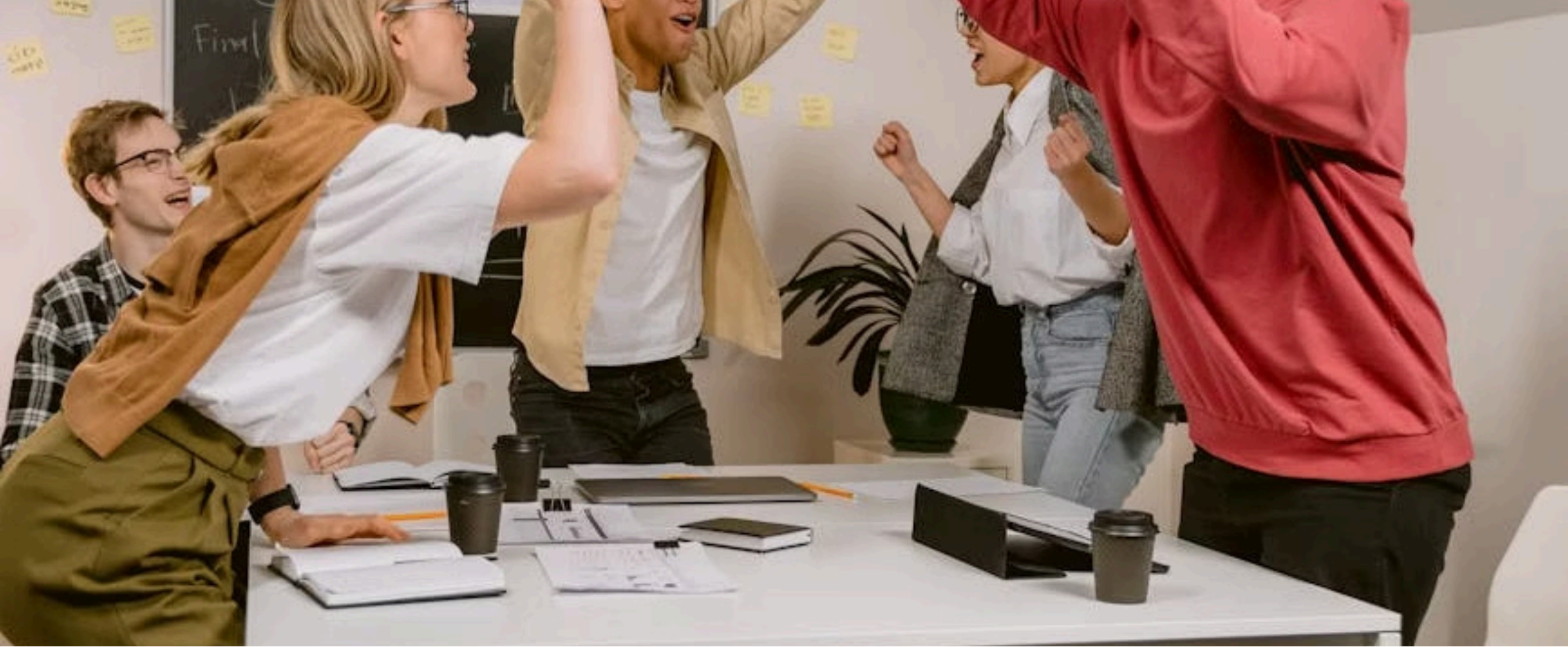
Transparency, empathy, accessibility, wellbeing services

04

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## Manage Concerns

Hold drop-in sessions, be available for meetings



# Keys to Success

## **Employee-Centred Focus**

Keep employees at the heart of every decision

## **Visible Leadership**

Strong presence throughout the change process

## **Clear Communication**


Link to company purpose, values and business case

## **Flexible Approach**

Listen, learn, iterate and support diverse reactions

# Ready to Transform?

Consultation is crucial for employee buy-in and successful change implementation. Remember: change impacts people, not just deliverables.

 **Need Support?** Contact [HR Unlocked](#) for expert guidance on managing workplace change effectively.

Share this with your team