



Managing Change (Change Management)

- **Involvement:** For effective change management, the right changes have to be made at the right time and involve the right people.
- Change management is rarely quick; it is often a long term procedure, so the change leader has to keep in mind the abilities of people involved in managing change.
- **Affect:** How the change will affect others is a grave concern and should be an area of improvement that has to be assessed and addressed.
- **Communication:** Informing the people involved in the change process how the change will affect their is essential to a harmonious change process. Communication and information are key aspects in any case of change management. Communication with the people who are bringing change and communication with people who will get affected by the change are both important aspects.
- **Preparedness:** Getting people ready for the change that is about to come is vital; always ensure those affected by the change receive the right training and advice for their new task. People often break down when a sudden change happens in their life, even if the change is positive, and it takes some time to adjust to it. In order to bring effective change and managing change effectively, one has to prepare the masses (people who are about to get affected by the change).
- **Lead with the culture:** Cultural support is what is needed during a change process, even when the change is to be brought in an organization or a country. The leaders who wish to bring the change have to follow the culture of that



particular organization or nation. Culture does not have to be changed or overthrown in order to bring an effective change; however, leaders should draw emotional energy out of it to use it with the staff. Using the same renowned culture to bring a change for the people will affect the change process positively.

- **Start at the top:** Although the whole company or an organization is involved in a change process, it is preferred and recommended to engage the top level authorities. All the work must be done prior to the process and people from every level should get involved in this. The top level authorities should also listen to their junior employees, and also work on their difference of opinions.
- **Involve every layer:** Importance of authorities in a change management process can't be overlooked; however, it's the midlevel people who are the real heroes and workers of the process of change. Strategic planners and change leaders should keep in mind about the importance of midlevel workers. The process of change will be easier and the path will be paved if these workers are willing workers for the change management. The change process should also affect these people positively; only then they will be happily involved in the process.
- **Make the rational and emotional case together:** It is often said that emotions do not work in business and one has to let go of this emotional side if he/she wants to become a successful business person. However, human beings who are more involved in the decision and processes in which their hearts and minds are both more engaged and happier.

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