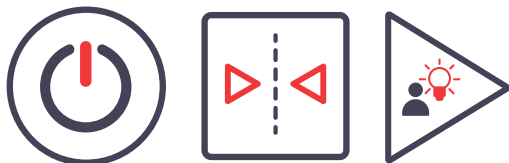


Navigating and Adapting to Change

Handout



Engage / Align / Inspire

Navigating and Adapting to Change

Session Worksheet

Looking back at past changes at work...

What was your instinctive reaction?



How did your personal strengths show up through the change?



Consider how you're currently experiencing changes at work...

What is energising you during the change?



What is challenging you most during the change?



Top Tips for Navigating and Adapting to Change



1. Acknowledge change discomfort

Name what you're feeling without judgment.

Try: Saying "it's normal to feel unsettled right now" or "I'm finding X aspect difficult, and that's okay."

Share this openly with trusted colleagues.

Notes:



2. Give it time

Set personal "change checkpoints" to support your transition.

Try: Breaking change into mini-goals and fully committing to these.

Recognise the progress you're making as you move from old ways to new ways of working.

Notes:



3. Space to talk

Schedule check-ins with a peer or colleague.

Try: Preparing 2-3 concrete examples of what's working and what's challenging.

Use "I" statements like "I'm unsure about..." rather than absolutes like "this change is bad because..."

Notes:



4. Keep an open mind

Listen to understand different perspectives.

Try: Asking "how is this change influencing your work?" and "what are you finding helpful?"

Reach out to 2-3 people in different roles or teams this week. Listen without trying to convince them of your viewpoint.

Notes:



5. Focus on the gains

Shift from what's lost to what change can offer.

Try: Writing down 3 specific things you'll miss, then identifying 3 potential benefits (even small ones).

When you catch yourself focusing on losses, actively redirect: "yes, AND what might this enable?"

Notes:



Top Tips (cont)



6. Take part in check-ins

Proactively share specific change feedback.

Try: Preparing 1-2 specific examples to share during your next team meeting or 1-to-1, using specific statements such as “this new system helped me complete X more efficiently” and “I’m struggling with Y because...”.

Notes:



7. Contribute to change

Offer ideas and suggest solutions to challenges.

Try: Volunteering for a working group, pilot programme, or feedback session to actively shape how change unfolds.

Notes:



8. Identify opportunities

Consider where you can learn and develop.

Try: Asking yourself “what can I now learn or do that wasn’t possible before?”

Discuss with your manager: “this change opens up opportunities for me to develop [skill/experience]. Can we explore how I might...”
Look for projects or responsibilities that align with where you want to grow.

Notes:



9. Celebrate small wins

Recognise self and team progress on a regular basis.

Try: Calling out progress in team chats or meetings.

Keep a personal “wins log” noting three things that improved each week, then review it when motivation dips.

Notes:



10. Ask questions

Reflect on what’s working, needs improving and the impact.

Try: asking curious questions, such as “how is this change helping us achieve [goal]?” and “where are we still struggling?”

Challenge your own thinking: “am I resisting because it’s genuinely problematic, or just because it’s unfamiliar?”

Notes:



Self-Reflection and Manager Conversations

Discussion tip:

Keep the conversation collaborative by using starting phrases like “I’d like to explore...” or “I’m thinking about how I can...” or “can we discuss...”.

- 1 What strengths can I bring to this change?**
 - How can my skills and experience add value during this transition?
 - What unique perspective or expertise do I have that could help?
- 2 What opportunities does this change create for me?**
 - Where might I grow, learn something new, or take on different responsibilities?
 - What doors could this open that weren’t available before?
- 3 What support do I need to be successful?**
 - Who can help me navigate this transition effectively?
 - What resources, information, or guidance would make the biggest difference?
- 4 What am I finding difficult to accept or let go of?**
 - What aspects of the change am I struggling with and why?
 - What concerns do I need to voice or work through?
- 5 How can I actively contribute to making this change work?**
 - What specific actions can I take to help the team succeed?
 - Where can I step up or step outside my comfort zone?

Notes:



Practical Actions for Line Managers



1. Create clarity from complexity

Translate high-level change messages into what it means for your team's day-to-day work.

Try: After receiving change communications, hold a team huddle to explain “here’s what this means for us specifically...”

Break down broad announcements into actionable steps: “so in practice, you’ll need to...”

When information is incomplete, be honest: “here’s what I know, here’s what I don’t know yet, and here’s when we’ll find out more.”

Connect the dots between different messages: “you might have heard X from leadership and Y from another team – here’s how they fit together for our work.”

Notes:



2. Normalise change discomfort

Acknowledge that uncertainty and discomfort are natural parts of change.

Try: Opening team conversations with “it’s completely normal to find this unsettling” or “many of us are feeling uncertain right now, and that’s okay.” Share your own challenges: “I’m also finding X aspect difficult to navigate.”

This gives permission for honest dialogue and reduces the pressure to pretend everything is fine.

Notes:



3. Create space for honest conversations

Make it safe for people to voice concerns without fear of judgment.

Try: Scheduling dedicated time in 1-to-1s to ask: “how are you really finding this change?”

Listen without immediately problem-solving or defending the change.

Use phrases like “tell me more about that” and “what specifically is making this challenging for you?”

Follow up in subsequent conversations to show you heard them.

Notes:



Practical Actions for Line Managers (cont)



4. Focus conversations on opportunities

Guide people to see possibilities alongside challenges, balancing acknowledging losses with exploring gains.

Try: Asking “what might this change enable for you or the team?”

In development conversations, explore: “What new skills could you build through this?”

Build these discussions into performance management reviews.

When someone raises a concern, follow with “what would need to happen for this to work better?”

Notes:



5. Celebrate and communicate progress

Make visible wins tangible and frequent, especially during uncertainty.

Try: Calling out specific progress in team meetings: “we’ve successfully completed X milestone” or “I noticed the team adapted really well to Y.”

Send a weekly update highlighting what’s working and what you’re learning.

Recognise individual effort: “thank you for persevering with the new system despite the challenges.”

Notes:



Further Resources

Please visit www.changing-point.com


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