United Way Agency Strategic Transition Series
Session 6: Change Management
Thursday, November 8, 2018
9:00 am to 12:00 noon

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United Way
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Overview:

The purpose of today's workshop is to build/refine understanding and approaches to change management for better ensuring future agency-wide success. The workshop will help agencies develop/improve best practices and utilize tools and templates to prepare for, effectively manage and reinforce organizational change efforts. Objectives of this workshop:

- Gain insight about the three elements critical to change management success
- Improve understanding of how to assess organizational readiness and risks associated with change
- Advance learning on strategies, modeling & planning for future change efforts
- Increase knowledge about the essential components and assembling a change management plan

Workshop Agenda

Time	Activity
9:00 am	Welcome and brief Series & prior session Overviews- Julie Simon, Director of Agency Capacity Building Initiatives, United Way ■ Commences session; highlights intent of Series & previous session take-aways ■ Reminds about microphone usage* ■ Describes today's session purpose and objectives ■ Introduces presenter
9:15 am	Presentation on Change Management – Marissa Q. Paine, Painefree Coaching & Consulting ■ Participants can take notes on hard copy PP presentation included in packets ■ Questions welcome during presentation via microphones placed in the room ■ Why efforts fail; What is change management? How to increase success rate; and Managing the people side of change **Break – 10 minutes (approximately 10:30am)** Presentation continues and small group practice exercises: ■ Readiness exercise ■ Building blocks of successful individual change & Change management plans/tools ■ A Change Challenge group exercise
11:45 am	Report out, discuss highlights, take-aways and next steps of workshop experience - All ■ Participants share greatest take-aways and next steps
11:55 am	Conclusion - Julie Simon ■ Reminder to complete and submit workshop survey before leaving ■ Briefly connects Session #6: Change Management to Session #7: Innovation (11/30)
12:00 noon	**Adjourn**

*UW requests Series participants use microphones so that all can hear/partake in the learning experience.