



solutions

SHIFTING GEARS

MANAGING CHANGE AND LEADING FOR SUCCESS

“Progress is impossible without change, and those who cannot change their minds cannot change anything.”
— George Bernard Shaw

From past experience, we know that sometimes even small changes can impact our lives in ways that we could have never suspected. We are also aware that change — whether it is positive, negative, or neutral — can cause stress. And, bigger changes tend to have an even larger effect. For example, just when you were feeling comfortable at work, you find out that someone you report to is leaving the organization; you have been given a new team — or team members; or maybe your office is relocating to another building. These are all changes that have the potential to cause major disruption and stress.





The quickest and best way to contact the EAP is by calling **1-800-222-0364**

Seeing the opportunity in change

Change many times gives us opportunities, too. There is even potential to make things better than they were. Perhaps your new team has skills or insights that help you breakthrough to the next level of success or customer service. Maybe the opportunity is in another area of your life; for example, your new building location allows you to get more physical activity in your day or spend more time with your family.

There are times, though, when the silver lining is not readily apparent. Or, perhaps the change you are experiencing does not have a clear positive aspect. Your time would be better spent adjusting to the change rather than looking for an opportunity it may or may not offer.

Making the necessary adjustments

In order to move toward success, all change — whether or not it has a silver lining — must be adjusted to and dealt with quickly and effectively. There are times you may need some help with this. If you are having personal problems adjusting to change, you can speak with your Employee Assistance Program (EAP). These experts can offer resources and one-to-one counseling that can really make a difference. If your team is having trouble adjusting, you can contact your human resources department; they may offer informational or intervention programs. Your EAP is also a good resource for you as a manager; supervisor consultations can help you with strategies to effectively manage your team during this time of adjustment.

Changing your attitude

One element of managing change is having the right attitude. Taking a positive attitude toward the change you and your team are experiencing and looking for solutions is the first step. Too often, we forget that we have been successful dealing with major changes in our lives in the past. Armed with this knowledge, we realize we can thrive again. Having the attitude that everything is going to turn out for the better can help you see the solutions and opportunities when they present themselves. A negative attitude tends to keep you stuck in place.

Leading the charge

Change in an organization can be difficult for employees. Some may even oppose the overall direction of the change, while others may feel the status quo works best for them. As a supervisor and team leader, it is up to you to show the way — to lead the charge.

Helping the team see the benefits that the change is bringing can be helpful to motivate them. If there are no benefits, however, having your team look for opportunities and solutions with you can help them feel invested in the transition from the old to the new. Often, offering a clear vision and allowing employees to be part of the process can help them overcome resistance. They tend to feel much more invested in the solution.

Give your employees all the information and resources that they will need as they navigate through the change. Remind them of your confidence in their ability to adapt. And, check in with how they are doing and feeling; this can add a much needed personal touch.

Taking care of yourself

To be effective as a leader in a changing environment, you need to be at your best. Change can bring opportunities for growth and positive transformation, but if you are not feeling your best, you will not have the energy to pursue it. Managing stress, being patient, and staying mentally flexible are all ways to be ready to take advantage of these growth opportunities. Consult with EAP for resources and ideas for taking care and staying well.

Employee Assistance Program

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HOURS A DAY

1-800-222-0364

TTY: 1-888-262-7848

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