

LEAD DEIA CHANGE QUICK TOOL

OVERVIEW

The Leading DEIA Change Quick Tool will help you **identify who will be impacted by the changes, learn about the needs of those impacted, and develop an engagement plan.**

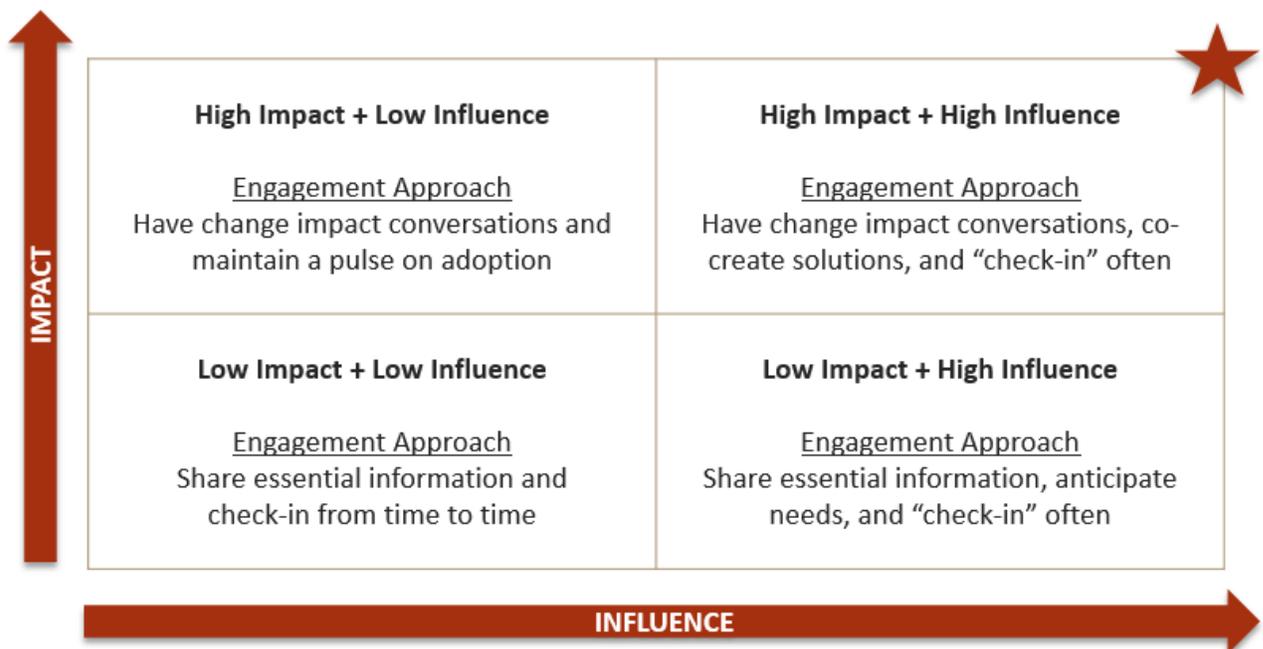
STAKEHOLDER IDENTIFICATION

A stakeholder is an individual who is accountable for work that will be directly impacted by the changes you’re making. Take a moment to consider exactly what’s changing, who will be impacted, and what’s their level of influence.

What’s changing?	Who will be impacted?	What’s their level of influence?		
		Low	Moderate	High

STAKEHOLDER MAPPING

Now that you’ve identified the key stakeholders, plot them on the grid below to help you determine an engagement approach.



CHANGE READINESS

Change readiness is the ability to continuously initiate and respond to change in ways that create advantage, minimize risk, and sustain performance. When introducing changes to your organization, it’s important to assess whether individuals are ready to make a change or not. Knowing this information will inform the overarching change strategy so that you can help leaders determine the best way to support the individuals on their team. Here are seven (7) traits for change readiness. Before planning a change, complete the **Change Readiness Assessment** to ascertain your personal change readiness.

Trait	Description
Resourcefulness	Effective at making the most of any situation by utilizing available resources to develop plans and contingencies.
Optimism	Tend to be more enthusiastic and positive about change.
Adventurousness	Inclined to take risks, has the desire to pursue the unknown, and thrives when challenged.
Passion/Drive	High degree of intensity and determination.
Adaptability	Flexible and resilient; not “married to” a specific outcome.
Confidence	Strong sense of self-esteem; can make any situation work out.
Tolerance for Ambiguity	Ability to navigate a situation with minimal information.

JOURNEY TO COMMITMENT

Once you assess the organization’s readiness for change, it’s important to understand where they are on the journey to commit to change. The Journey to Commitment, adapted from [Elizabeth Kubler Ross’ Five Stages of Grief](#), describes the various phases individuals experience when change is introduced.



CHANGE STORIES

One aspect of change leadership is storytelling.

- The highest-ranking leader of the group impacted by the change will need to share what’s changing, why, what’s the consequence of not changing, and what employees can expect at a high level.
- The leader of specific employee groups will build on that story by expressing their support for the change and how it will impact employees in their day-to-day work.

Here’s a high-level story arc to build the story, along with some thought-provoking questions that help generate the content to develop the story.

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Thought Provoking Questions	Your Answers
What is our vision for DEIA, and how does it align with our shared values?	
What changes are we making in the DEIA space?	
What will we see, hear, feel, and experience differently? What's staying the same?	
What is the driving force for the change? What if we do nothing?	
Who will be impacted, and how?	
Why are you passionate about these changes?	
How well are we positioned to make these changes? What's the biggest hurdle we'll face implementing these changes?	
How will employees be involved in the change implementation?	
What can the team expect over the next _____ weeks/months/years?	

