

# Phase 1 of the Transitions Process: Endings

## Desired Outcome:

Team support to move through the **Ending Phase**

## Agenda:

- Welcome and opening
- Recap the Change and Transition process
- Brief overview of the changes
- Run a Group Process: Moving through the Endings Phase
  1. Why did we change? (Be sure to explore behaviors, approaches and attitude changes)
  2. What is ending? What do we specifically need to change? (Catalog these for your change management plan)
  3. What do we need from each other?
- Next steps

# Phase 2 of the Transitions Process: Neutral Zone

## Desired Outcome:

Team support to move through the **Neutral Zone**

## Agenda:

- Welcome and opening
- Recap the Change and Transition process
- Brief overview of the upcoming changes
- Run a Group Process: Moving through the Neutral Zone
  1. What do we need to make sense of all this?
  2. What happens know? (who/what/when/how – momentum and quick wins)
  3. Where does everyone fit now?
- Next steps

# Phase 3 of the Transitions Process: Beginnings

## **Desired Outcome:**

Team support to move into the **New Beginnings Phase**

## **Agenda:**

- Welcome and opening
- Recap the Change and Transition process
- Brief overview of the upcoming changes
- Run a Group Process: Moving into the New Beginnings phase
  1. What is emerging for us now?
  2. What opportunities open up for us now?
  3. How could we do this?
- Next steps

# Group Process

**Intention:** Give everyone time to think about this transition phase and move the team forward

## Step by step guide:

- Start with the 1st Question on a flip chart
  1. Everyone writes their answer to the question on sticky notes – 5 minutes
  2. Invite people one at a time to bring their sticky notes up to the flip-chart and share their answers – 20 minutes
  3. Group or bucket the answers to the questions
- Notice the emerging themes
- Are there any actions to take? Assign and date any deliverables back to the team
- Repeat with the next question...