



Engagement Activity – How to establish a Change Management Team at the Project Level

Why do I need to establish a Change Management Team at the Project Level?

Change Management is an encompassing process that requires participation and feedback from all affected parties. Establishing a Change Management team at the Project Level will help you successfully execute your Change Management strategy and plan.

A Change Management Committee will allow you to delegate certain tasks to reduce your workload while also directly involving employees affected by the various changes in the workplace.

Who should make up the Committee?

Enthusiastic ESDC employees who may have worked in the ESDC or GC Workplace environments and are keen to share their experience or are excited to be early adopters of the change. Your committee should be made up of approximately 6-10 employees with two of those individuals serving as co-chairs.

Commented [CEE[1]: Do we need a chair? 3-5 instead?

How will I recruit Committee Members?

1. Create a targeted list of all the employees you believe would be receptive to joining the committee. Common traits held by these individuals can include (but are not limited to) likeability, early adopters of change, self-motivation and general enthusiasm for their work.
2. Within all your communications accent why joining this committee will be beneficial to **both** the team and individual (e.g. professional self-development, ability to provide direct input to the CM process, helping co-workers happily navigate large changes in the workplace etc.)
3. Send an email call out to all employees at the beginning of the project asking if they would like to join the committee.
4. If there are regular staff meetings held within the workplace, make sure you incorporate your ask into these discussions.
5. If the initial call out is unsuccessful in garnering enough employees to form the committee be prepared to make a direct ask to your targeted list.
6. A direct ask will be most successful if conducted informally on a one-on-one basis. For example, you could organize a coffee break with a targeted employee to gauge their input on the various changes happening in the workplace, with your ask being made at the end of the conversation. During this informal meeting you should be doing more listening than talking.

Commented [CEE[2]: Create template for roadmap

Commented [CEE[3]: Hyperlink Template to Roadmap



What should I do once the Team has been recruited?

1. Identify a chair or co-chairs for the group
2. Create Terms of Reference to govern how the group will operate (for example, scheduling meetings, topics of discussion, delegating tasks and responsibilities based on committee members interests)
3. Work with the committee to devise a regular schedule for meetings (likely every two weeks in the beginning and less frequently as the need is reduced)
4. During the first meeting brainstorm ideas for events, activities, etc.
5. Work together to find the best way to communicate with employees (e.g. MS Teams channel, email thread etc.)
6. Create a way for employees to submit their concerns and feedback including a suggestion box (virtual and physical), email box, meetings, town halls, focus groups, surveys etc.
7. Address common issues that are brought forward to the committee and ensure employees know the results. Communicate (honestly) and often so that employees
8. Send pictures, have fun and embrace all the flexibility and benefits of ESDC workplace

Commented [CEE[4]: Do we need a template?

Commented [CEE[5]: Guidelines (instead of terms of reference)

Commented [CEE[6]: Come up with sentence

Tools and Templates:

The following email template was created to help you establish a Change Management Committee at the Project Level:

Employee Recruitment Email Template

Instructions:

One of the first steps that must be taken in order to successfully establish a Change Management Committee is to send a mass email to affected employees requesting that they join the team. Your email should incentive employees in a concise and engaging manner.

Subject Line Suggestions:

-HELP NEEDED!!!

-BE A PART OF CHANGE 😊

-CHANGE CONQUERERS NEEDED!!!

- ♪ A CHANGE IS GONNA COME ♪
- ♪ AND STILL I SEE NO CHANGES ♪
- ♪ WAITING FOR A CHANGE ♪

Email Content:

Hi everyone,

I am looking for some folks who would be interested in joining our Change Management Committee to help us navigate recent workplace modernization initiatives. The Committee will be made up of employees with the goal of providing feedback and assistance to ensure all changes in our workplace are being communicated effectively.

This is a great opportunity for you to provide valuable feedback and input to assist the change management process while also improving your own professional development skills.

If you are interested in being a part of this team or have any further questions, please don't hesitate to reach out.

Thanks folks!

Cheers,

Frequency & Tracking:

The initial email should be sent no less than two months before the move. We would suggest monitoring your initial emails open and engagement rates in order to gauge the effectiveness of your first communication. Furthermore, this type of ask will be in addition to mentioning committee in regular communications (newsletters, staff meetings etc) are having trouble recruiting employees to be a part of the committee.

Commented [CEE7]: Should we include a sign up microsfot form?

Commented [CEE8]: Can we play with this sentence ? What do we mean by "move"

