

Quick Step Guide

# Change Management

Engage and lead the way



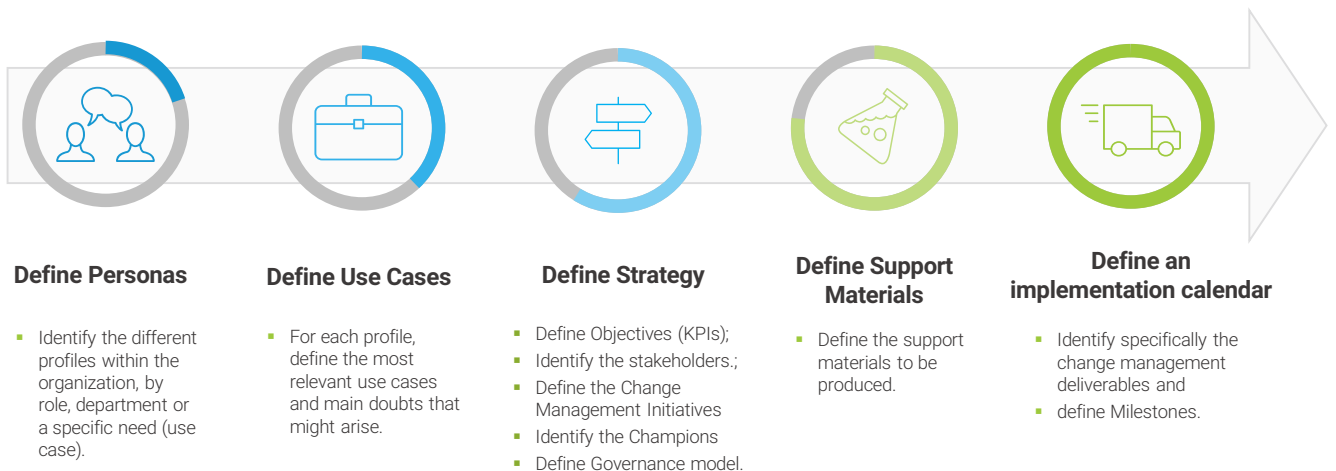
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# Change Management Methodology

The implementation of new working methods by an organization must go along with a structured plan with several engagement initiatives to address Change Management.



# Change Management Plan

Use this template as an example to build your own detailed plan.

		Promote	Enable	Accelerate
		Before	During	After
<b>Graphic Identity</b>	Logo, Elements, Font	Graphic identity creation		
<b>Communication</b>	E-mail, SMS, Yammer Posters/Flyers/Brochures Kiosks Merchandising Event/Session	E-mail & Yammer post : Objectives E-mail & Yammer post: Launch date	3 emails about functionalities Merchandising & E-mail on the launch day	E-mail & Yammer post & portal Tips & tricks
<b>Training</b>	Workshop session eLearning Knowledge Transfer Session Gamification Program		Team Competition	2 X Open Days Floor Walkers
<b>Support</b>	Helpdesk/(Line/Chat/Bot) Helpdesk Portal with FAQs Open Day/Office Hours Quick-Guides			2 X Office Hours
<b>Feedback</b>	Extended Surveys Monitor (system) Proactive Feedback Focus Group			Feedback Survey
<b>Champions Program</b>		2 x Workshop sessions	2 x Workshops sessions	1 x Workshop session
<b>Success Management</b>	Usage Report Track Initiative KPIs	KPI Definition	KPI Monitoring & Be Agile	Final Evaluation



## Next step

Contact Unipartner for a workshop, to learn more about the following topics:

- Full Change Management methodology
- Get to know real examples
- Discuss your Organization challenge
- Get insights from a Change Management specialist

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contact us >

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