

# Dealing with Change In the Workplace

**WORKPLACE  
TRAINING  
& SUPPORT  
SERVICE**

## **Change Happens!**

Change happens whether we like it or not. Denying change only makes things more complicated.

## **Stay Alert!**

Know what is happening in the organisation – take note of subtle clues.

## **Recognise Stages of Change**

Stages of change are: shock/denial, guilt, anger and acceptance

## **Continue to do your work**

You are being paid to work, so try to do so.



## **Communication**

Ask for details of the change. Be honest about your fears

## **Stay Optimistic!**

Try to stay optimistic even if you are unhappy with the change.

**Conduct a Personal SWOT Assessment**

## **Network!**

Maintain and build on your professional network – both within and outside of your organization.

## **Help Others!**

Look for ways to help your co-workers cope with change.

## **Be Flexible!**

The better you adapt to change the greater your chances of success.