

Managing Change

A Wellness Seminar

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Seminar Goals

- Recognize change as ongoing and normal
- Identify changes in the workplace
- Determine your reactions to change
- Identify a strategy for dealing with change
- Develop a personal action plan for moving through change

Questions About Change

- What's going on here?
- How do I feel about it?
- What can I do to survive?
- What can I do to prepare for a new start?

Phases of Change

- Endings
- The Neutral Zone
- Beginnings

Endings—Losses Associated With Change

- Loss of identity or belonging
- Loss of control
- Loss of meaning
- Loss of future

Neutral Zone Activities

- Find a regular time and place to be alone
- Begin a log of Neutral Zone activities
- Identify things you *can't* control
- Identify things you *can* control
- Identify what you really want from the change

Beginnings

1. Define your vision
2. Identify small steps
3. Develop a time schedule
4. Track your success

Stress-Coping Mechanisms

- Positive self-talk
- Regular exercise
- Relaxation
- Good nutrition
- A good support system

Phases of Change Summary

- **Endings:**
 - Identify the losses you feel
- **The Neutral Zone:**
 - Let go of things you can't control
 - Take charge of things you can control
 - Identify your future vision
- **Beginnings:**
 - Work through your action plan

When Your Job Will Be Eliminated

- Use all available outplacement help
- Keep your options open
- Transfer current skills
- Take care of yourself

Feelings Survivors Can Expect

- Low morale
- Shaken confidence
- Relief
- Grief
- Guilt
- Anger, bitterness
- Paranoia
- Disillusionment

Actions Survivors Can Take

- Control your attitude
- Ask for new challenges
- Be flexible and tolerant
- Maintain your sense of humor
- Stay away from gossip, griping, negativity
- Learn to accept change as the rule, not the exception

Resources

- Contact Solution Resources EAP for assistance.
- Free and confidential
- Call 535-4074 for an appointment and for resources