

Your Checklist for Change

DIY Business Change and Restructures

When you are contemplating business change(s) that can affect how or when your people work, or their pay, work through this simple checklist to make sure you meet your employer obligations of good faith and having a fair process.

- What is your **purpose for change** and is it fair and reasonable?
- Check the employment agreements** of the employees being affected by the proposed changes. Any special terms or clauses you need to account for in your planning?
- Complete **your change plan**, include a timeline with dates, estimated costs to change and identify who is going to be affected by the change.
- Develop your change proposal** to present to those affected. Does it include:
 - Plain English outline of the reason for change, what the changes are or options for change being considered, who is affected, the desired outcomes, who are the decision maker(s) and support available during change;
 - Timeline of the change process being adopted;
 - Outline the likely selection process for those redeployed and/or selection criteria for those considered for redundancy;
 - Frequently asked questions (FAQs) sheet; and
 - Questionnaire to assist with collating feedback.
- Provide a minimum of 3 working days for **consultation, and gather feedback before making a decision** and taking action (in a crisis it could be reasonable to reduce this down to 24 or 36 hours)
- Present your proposal to the people affected by the changes.** You may want to use a combination of 1-on-1 meetings and team meetings depending on who is affected and how.
- Review the feedback presented** and if necessary make any amendments to your plans in response to feedback. You may need to have more formal or informal conversations with those this may affect.
- Make your decision(s)** about the changes and **communicate it with those affected** similar to the way the proposal was initially presented
- Make time to provide support and listen to any post-announcement feedback or answer questions
- Implement your change plan.** Any minor changes along the way, talk with those affected most. Major changes along the way, get in front of your team and present a proposal for further change.
- Support available during the process? Options are**
 - Offer to people the opportunity to have a support person with them during meetings
 - A 3rd party for counselling service provider like [Vitae](#)
 - Job placement assistance or CV writing and interview coaching support
- Review the effectiveness of your changes implemented and communicate if further changes are required, according to the initial proposal or outside the initial proposal. If the latter, work through this checklist again.