**Change Management | Leader Communication Form**

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| **What is changing?**  |  |
| **Who needs to know about this change?**  |  |
| **Why is this happening?**  |  |
| **What are the expected benefits?**  |  |
| **What is the employee’s role in the change?**  |  |
| **What are employees expected to start/stop/ keep doing, learn to do, etc?**  | Start - Stop - Continue – Learn -  |
| **How will I factor in learning styles and developmental levels?**  |  |
| **How will I support them in this change? What tools/resources can I provide?**  |  |
| **When will the change occur?**  |  |
| **Is it a permanent or temporary change?**  |  |
| **How will success be measured?**  |  |
| **How will I communicate this information?**  | Team Meeting(s)?* 1. Meeting(s)??

Email(s)?Other  |