**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 |