



Planning to share an update or change

Leadership Dimensions

Sharing the vision

Influencing for results

Engaging the team

How well you share an update or change with your team or colleagues will largely determine how comfortable they feel about the changes that will impact them so always take a little time to think through and plan the approach you will use to share this information.

When to use this tool

Use the ***Planning to share an update or change*** tool when you have an important message about changes to get across, in particular mandated changes.

The tool will ***help you identify those messages and plan how best to communicate them.***

What to do

1. Identify ***what your team needs to know***

- about the project or initiative
- in response to concerns people expressed the last time you updated them
- in response to rumours or stories that are circulating

2. Determine

- the best way to share the information you identify: one-on-one, team meeting, memo, email or other (specify)
- when you should share the information

Gather and summarise the information that your team needs to know

Project or initiatives	Summarise key information about the project or initiative	What you feel you can usefully share					
List new initiatives that have significance for your Trust, or for your team, service or department. (For example, change initiatives, major updates, news or events)	<ul style="list-style-type: none"> ▪ <initiative> ▪ <initiative> ▪ <initiative> 	<ul style="list-style-type: none"> ▪ <statement> ▪ <statement> ▪ <statement> 					
Concerns	List concerns expressed by your team at the last update	What you feel you can usefully share					
Jot down the key concerns that your team expressed when you last updated them about your project or other developments. (For example, issues or areas for clarification)	<ul style="list-style-type: none"> ▪ <concern> ▪ <concern> ▪ <concern> 	<ul style="list-style-type: none"> ▪ <statement> ▪ <statement> ▪ <statement> 					
Stories or rumours	Jot down stories or rumours that need to be addressed	What you feel you can usefully share					
Jot down any stories or rumours that are currently circulating at Royal Free or in your area.	<ul style="list-style-type: none"> ▪ <rumour> ▪ <rumour> 	<ul style="list-style-type: none"> ▪ <statement> ▪ <statement> 					
What your team needs to know		Best way & best time to share it					
List the statements that you identified above as "what you can usefully share"		One-on-one	Team meeting	Memo	Email	Other	When