

Participant planning

This exercise can be repeated at different stages in the change to help check the pulse of the change being pursued and make sure every participant is properly addressed.

Group	Impact (H/M/L)	Engagem't needed (Y/N)	Likely response (Pos – Neg)	Current engagem't (1-7)	Pos'n on change curve	Benefits to them/Actions/opportunities

- Identify each group (for key individuals it is likely you will need the Leadership Commitment tool rather than this although you can use this as well if you feel that is useful) who will be affected by the change and their likely response to the change
- Judge their response from an assessment of what they would **lose** in the change – again seek to be as specific as possible
- Identify how this group may be engaged in the change
 - Is there a potential leader or reference point for this change with this group?
 - What could compensate for what they will feel they are losing? What benefits might be offered to them?
 - Are there specific interests that could be included and built upon in the change?
- Think about what communications are needed for each group in the change progresses