Planning to share an update or change

Leadership Dimensions

| Engaging the team | Sharing the vision | Influencing for results |

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
<table>
<thead>
<tr>
<th>When</th>
<th>Project or initiatives</th>
<th>What your team needs to know</th>
<th>Stories or rumours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team meeting</td>
<td>List and summarise the information that your team needs to know</td>
<td>Jot down stories or rumours that need to be addressed</td>
<td></td>
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<tr>
<td>Email</td>
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<tr>
<td>One-on-one</td>
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</tbody>
</table>

**Best way & best time to share it:**
- Team meeting
- Email
- One-on-one
- Other

**What you feel you can usefully share:**
- Concerns expressed by your team at the last update
- Stories or rumours that need to be addressed
- What your team needs to know

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**Stories or rumours:**
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