

LEADING CHANGE IN UNCERTAIN TIMES

MANAGER'S CHECKLIST

1 FOCUS ON PURPOSE

Purpose matters most during times of uncertainty. Putting the needs of staff, students and the community first acts as a clear indication of your values and priorities.



2 EMPHASISE THE VALUE OF COMMUNITY

Collective values should be emphasised over individual self-interest. Develop a communal spirit within your remote team(s).



3 EMBRACE CHALLENGES AND OPPORTUNITIES

You will be presented with daily challenges but many new opportunities. Take a broader, holistic view to prepare for the changes ahead.



4 RELINQUISH CONTROL

Focus on what you can control and accept what you can't. Consider relinquishing some control to your remote team(s).



5 MAKE DECISIONS

You will need to act decisively at times so determine only decisions you can make and delegate the rest to your team(s).



6 COMMUNICATE CLEARLY & CONSISTENTLY

Be clear and consistent when delivering messages to staff. Don't sugar coat the truth and deal with the current situation head on.



7 BALANCE POSITIVES AND NEGATIVES

Adopt a positive mind-set and attitude. Be careful to balance positive with negatives. Over-optimism can potentially lead to negativity.



8 LEARN TO LIVE IN A 'VUCA' WORLD

Adopt a flexible approach and embrace innovation. You will feel out of your comfort zone at times but it's also an opportunity to learn new skills.



9 CREATE & SHARE LEARNING MOMENTS

Learn from early experiences, be mindful of any staff concerns and face them. Potential negative situations can turn it into positive learning moments.

