



Halcyon Change Management has been designed and tailored specifically for organisations of 60 or more employees that are wanting to successfully shift to a new technology. Halcyon focuses on maximising the adoption of workplace technology.

For a change to be truly successful, the technology must be adopted by all employees, so an organisation can see a return on investment (ROI).

To achieve maximum adoption, organisations need to ensure that each and every employee knows how the technology will enhance their

working lives, and make the change as exciting and as inclusive as possible.

Feedback is crucial. Buy-in is crucial. Training is crucial.

A technology change must be communicated effectively before, during, and following integration so that employees have a full understanding of why the change is being made and what it means for them.

Senior leadership teams within an organisation must demonstrate best practice at all stages throughout a

change, by actively supporting other staff and being a positive role model at all times.

Halcyon Change Management works closely with key stakeholders within an organisation to firstly determine why the change is taking place, then what technology and modern ways of working will be adopted. As well, we go over what is expected of senior leadership teams and how the change will be communicated.

Kick-off/Governance Meeting

- Overview and introduction to Halcyon
- Executive engagement
- Identify pilot
- Run through governance document
 - » Naming conventions
 - » Policies
 - » Process
- Q&A opportunity

Executive Sponsor Meeting

- Halcyon overview
- Agree on why, when, how, role-modelling from executives and management, best practices, success criteria
- Develop/customise presentation for executive & management briefings

Executive Briefing

- Delivery of executive briefing presentation with sponsor.
- Halcyon overview - why, when, how, expected role-modelling from executives, best practices and FAQs
- Skype for Business / Microsoft Teams live demonstration

Management Briefing

- Delivery of management briefing presentation with sponsor
- Halcyon overview - why, when, how, expected role-modelling from executives, best practices, and FAQs

**Skype for Business/
Microsoft Teams Live
Demonstration**

- Set expectations of management presentations to staff using presentation created

Change Champions Briefing

- Set the expectations with change champions
- Roles and responsibilities

**Change Champions
Training (Part of Pilot
Group)**

- Deep-dive training
- Four people per session (Four hours split over two sessions)

Awareness Session

- Awareness session in a pre-determined common area
- 1 x 4-hour session or
- 2 x hour sessions

User Profiling

- Up to 8 departments and their users profiled
- 8 x 30 minute sessions

Executive Assistant Profiling

- Up to 4 x EAs for 30 minutes each
- 4 x 30 minute sessions with a Halcyon change specialist

Executive Assistant Training

- Current ways of working to future ways of working determined, training including best practices
- 2 x 1-hour sessions or 1 x 2-hour session for the EA group

**Reception Training
(if using Voice
Solution)**

- Training scheduled as agreed

Measure

- Run through satisfaction survey, including remediation follow-up session & training as required
- 3 x consumption reports

**Templated
Communications (Email)**

- CEO email to all to staff
- Awareness session
- User profiling
- FAQs
- Resource library
- Tips and tricks
- Best practices
- Change champions