



IComm's Halcyon Change Management Mini Pack has been designed and tailored specifically for organisations with 10-60 employees that are wanting to successfully shift to a new technology. In order to get the best from your technology investment, The Change Management Mini Pack process has been developed to increase adoption and reduce the risk of change rejection.

Before, during and following a new technology being rolled out, a change management plan is followed that engages all employees from senior management right through to the all-important end users.

Our process works 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 as what is expected of senior leadership and how the change will be communicated.

The Change Management Mini Pack includes:

Executive sponsor workshop

- Ensures engagement and agreement by senior leadership on the reasons why the investment is being made.
- Gaining agreement on what is acceptable to the organisation when it comes to the flexibility that modern ways of working provide.
- Development and agreement on executive / management role modelling.

Communication templates

An important component of change management is communicating change to all stakeholders - senior leadership and staff. The Change Management Mini Pack will provide access to all communication templates so that all communications can be mapped and sent to the organisation at every stage throughout the change process.

Super user training

Every new technology change project needs super users to champion the solution. The 4 x super users will receive deep dive training. They are then positioned to train into the future, be the go to people of the new technology, induct new users and be part of the post cut over support.

User profiling

- 3 x departments and its users will be profiled to better understand how they work today and how they can get the best outcomes from the new technology.
- Based on the profiles, a training recommendation is also made.

To download a copy of this click [here](#).