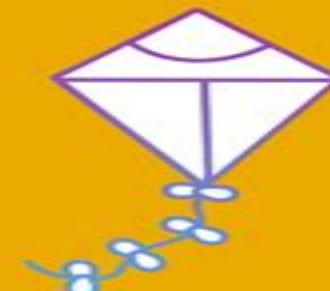


# 4 STEPS TO SUCCESSFULLY MANAGING CHANGE

Infographic by @VivGrant

## 1 LETTING GO

- Recognise that some or all elements of the past have served their purpose
- Overcome any feelings of resistance that may be keeping you and others stuck
- Realise that you have a choice as to the mindset and attitude you adopt for dealing with change



## 2 ACCEPTANCE

- Find ways to 'dig deep' and become comfortable with the feelings that accompany change, such as, anxiety, doubt and regret
- Learn to be solution-focused in your thinking
- Choose very carefully with whom you surround yourself

## 3 ACTION

- Be brave and learn to take risks
- Recognise that we learn from our mistakes
- Be prepared to be seen and act differently



## 4

## EMBRACE CHANGE

- Give full expression to your values and all that the change process has meant for you and your school
- Acknowledge all that has been learnt and find moments to affirm and celebrate both organisational and individual growth
- Find a way to come to know yourself and your school on new terms



# Management Guide To Managing

**Marty Brounstein,Traci Cumbay,Peter Economy,Terry Hildebrandt,Stephen Kindel,Kenneth L. Lloyd,Marshall Loeb,Bob Nelson,Christina Tangora Schlachter,Vivian Scott,Marilee Sprenger,Dispute Resolution Center of Snohomish & Island Counties (Everett, Wash.)**

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*Balance and Control* Marvin Dixon,2013-08-17 Balance and Control is a guide to managing people at many different levels of technical and psychological maturities and at different hierarchical ranks subordinates peers and superiors It takes the theories of management and leadership and puts them into practical strategies and actions that have been proven to actually work It takes an unvarnished look at the interface between the manager and those he manages or interacts with and helps the manager to get a better appreciation of the human dynamics that are likely at play The author's intent is to help the individual reader grow as a manager and help him avoid the majority of the professional and political pitfalls that are always present when any attempt is made to manage the competitive narcissistic and uncontented animal that is man The book was designed to provide the manager a window into his own basic nature in order to give him a better understanding of the nature of man In addition the book's design brings together many of the same standard operational management strategies and tools found elsewhere but the author puts them into situational context so the manager can see how his actions or lack thereof might be being interpreted on a psychological and emotional level by those directly affected by what he does The

book takes the reader on a blue collar journey through the white collar challenges of management. It will walk you through many of the human interactions a manager is likely to encounter while keeping you mindful of man's natural motivational drivers his desires and fears his pursuit of higher hierarchical status individual recognition pride and personal respect. The author constructed the book in a cumulative fashion allowing each new section to build upon the last and he has chosen to take a holistic approach to the information provided. Therefore the subject matter is interrelated wide ranging and somewhat detailed. You will also find demonstrative examples scenarios and actual case studies to provide the reader with added clarity. Man is presented to the reader as a compartmentalized being so that each of the three separate and distinct levels of his being can be examined individually the aspirational being the competitive being and the primordial being. The book was written for the sole purpose of helping the reader the manager become skilled at managing and leading man at all three of those levels not just the aspirational man. You shouldn't expect to find any Magic Formulas to becoming a better manager here and there won't be any 5 Simple Steps to Superior Leadership or a 60 Second Solution to anything. What you should expect is to be able to learn the tools of human management and to be able to take control and become an effective manager and leader of men. You should also expect to develop an insight into man's nature which will allow you to avoid unintended consequences while facilitating cooperation and compliance with your leadership your requests recommendations or dictates. While no attempt has been made to make the book's contents sufficiently comprehensive or all inclusive the information provided should provide the reader a solid foundation upon which he can start to build or continue to build his managerial acumen and career success.

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