

Workplace Change:

STRATEGIES FOR SUCCESSFUL SELF-MANAGEMENT

C-SEAP



Colorado State Employee Assistance Program (C-SEAP)

- A free, confidential counseling site for managers, supervisors, or employees experiencing personal or worksite stresses.
- A management and supervisory consultation resource
- An organizational development resource
- A conflict resolution resource
- A source for customized classes, workshops, and coaching.

303-866-4314 / 1-800-821-8154

CHANGE...

- Hericlitus, 600 BCE:

You cannot step twice into the same river, for other waters are continually flowing in.

W. Edwards Demming, 20th Century:

It is not necessary to change. Survival is not mandatory.

SO?

You have multiple investments in play:

- Financial
- Educational
- Relationships
- QOL
- Self-respect

AND...

Your responses to change directly impact each of those investments, either overtly and immediately, or subtly and gradually.

AWARENESS OF PERSONAL REACTIONS

- Start with an honest self-assessment: how are you responding to current changes?
- What is your usual personal style in response to change?
- Under what conditions do you respond well?
- What's been useful to you in coping effectively?

COMMON ADVERSE COGNITIVE RESPONSES

Be especially alert to:

- Dichotomous Thinking
- Catastrophic Thinking
- Negative Filtering
- Emotional Reasoning
- Personalization
- Damning and Labeling

COMMON ADVERSE BEHAVIORAL RESPONSES

Be especially alert to:

- Withdrawal
- Company-seeking misery missile
- Productivity held hostage
- Dog-abuse

COLD, COLD REALITY

- No question that change is a real challenge.
- No question that some changes may be undesirable
- Your ability to influence the change(s) may be great in some circumstances, limited in others, and completely absent in many.
- Always clarify what you own: decision-making, or response, or both?

RECOMMENDATIONS

Remember the Spontaneity Correlation:

Spontaneous reaction is usually inversely correlated to effectiveness!

Outside of life-threatening emergencies,
minimize *reactions*.

PLAN FOR YOUR BEST RESPONSE

- SCAN for adverse cognitive responses
- SCAN for adverse behavioral responses
- TALK yourself down or get help doing so
- IDENTIFY and CONNECT to your mentors
- DEFINE your information and skill needs
- IDENTIFY and ACCESS resources

RECOMMENDATIONS

- Staying focused on what IS important and positive to you about your job
 - What does the job provide for you?
 - What does your work achieve for the larger community?
 - Coworkers?
 - State government?
 - The citizenry?

RECOMMENDATIONS

- Keeping the year-out perspective.
- Focusing on how you can assist the less experienced or less skilled employee – how can you mentor someone through the challenge?
- What can you suggest or recommend?

FOSTERING ACTIVE AND POSITIVE ADAPTATION

SHIFT EMPHASIS

FROM:

- Coping
- Venting Frustrations
- Catastrophizing
- Yes-But
- Now-and-always

TO:

- Innovating
- Exploring Options
- Brainstorming
- Yes-And
- For a while

BEYOND THE WORKPLACE

- Coping well with workplace change is as much about life outside of work as it is about life *at* work.
- Patience, tolerance, creativity, and taking the long-view all require fuel: what kinds of fuel do you need?
- Where do you get re-fueled? Who and what provide encouragement, support, entertainment, recreation, and renewal?
- How is the health of your personal life...socially, physically, emotionally?
- Resources?