

Worksheet 5:

Taking action

Once you've decided on the action you want to take and thought carefully about how you're going to go about it, the time has come to put it into practice. Be confident in what you do and point out the benefits to individuals/the team as you go. Remain sensitive to others' reactions so you can review and adapt your approach accordingly.



Purpose: This worksheet is intended to help you track the impact of the action you have taken, gauge reactions, capture feedback and make any adjustments necessary to your approach to improve take-up by the wider team. Remember the overall objective of the Project is to build community, so if you encounter resistance, the worst thing you can do is ignore or be put off by it. Instead, see it as an opportunity. By acknowledging resistance, you can explore what is giving rise to it and then identify ways to address it. Sometimes it is necessary go sideways or backwards to find the best path forward.

Proposed change	When actioned?	What did I do?	Initial reactions/ feedback	Evidence of acceptance of/ resistance to change?	Adjustments required? If so, what?	Evidence of 5Ls affected	Change fully adopted
Worked Example Encourage my work community to be more welcoming to new joiners to the team.	Date when new person joined the team	<ul style="list-style-type: none"> Prepared the ground for change by reminding everyone of the benefits of a warm welcome beforehand. Modelled the desired behaviours (such as hospitality, openness, inclusion, friendship and support) as an example to others. Encouraged others to engage in the same way. 	New joiner was grateful for the welcome they received from myself and others in the team. They appreciated people's kindness and offers of help and said it put them at ease.	Positive response from all concerned: my work colleagues were keen to participate in the initiative, recognised the value of the new approach and engaged well with the person joining the team. They, in turn, were thrilled with the welcome they received and said that they were looking forward to working with everyone.	None identified (BUT care required to ensure new joiners do not feel overwhelmed).	The following were enhanced: <ul style="list-style-type: none"> Life - tapped into shared personal experience of starting a new job. Love - united in wanting the best for all members of team. Learning - benefits of approach understood and realised. Leadership - promoted and supported change. 	Yes - providing a warm welcome is now a core part of the team's induction process
Change 1							
Change 2							
Change 3							
Change 4							