**Top Tips on keeping staff motivated during a change**

1. Communicate, communicate, communicate! Even if there is nothing new to say - make sure you explain this to your staff.
2. Make sure you articulate the ‘why’, ‘what’ and ‘how’ aspects of the change. Staff will be more likely to buy into the transformation if they have an understanding of these aspects.
3. Be open and approachable – the more human the process the more engaged people will feel throughout it.
4. Allow people to vent and express their concerns – away days and team briefings are a great way of allowing people to come together and do this.
5. Get people as involved as possible – the more involved a person is in the design of a change process the faster the transition through the change curve.
6. Coach individuals through the change using Covey’s Circle of Influence model – if people have an understanding of what they can control during the process they are more likely to feel empowered.
7. Accept that some people might not fully buy into decisions or where the future organisation is heading. If this is the case support them to make the transiation to new job roles, services or organisations.