

# Thriving in times of change



A toolkit to use in your organisation



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# Introduction

Managing change in our lives can be difficult. We are creatures of habit and can feel uncomfortable, worried and vulnerable when we are asked to do things differently.

We will all experience change throughout our lives - sometimes by choice, sometimes by necessity.

The world we live in is ever-changing and keeping up can be a real challenge.

## What is the aim of the toolkit?

This toolkit is designed to help you and your colleagues understand why change can be difficult to handle and how the uncertainty it brings can impact our physical and mental wellbeing.

There are activities to complete with supporting handouts, and a 10-minute podcast to listen to on the Sovereign Resource Hub website, to help bring them to life. We have also provided some useful links to further resources and support.

## The toolkit can be used in different ways, including:

- As a discussion document, helping you to share the activities and tips with your employees. Activities can be explained and encouragement given to give them a try.
- As a short workshop, where you choose one or two of the activities that you think your employees will enjoy and give handouts for them to take home and try in their own time.

Why not try introducing the activities to individuals in 1:1s or a coaching session, or to a group of people in team meetings or briefings?

## Did you know?

- 72% of employees affected by change reported experiencing moderate to high levels of stress during and after change
- 62% of employees don't like leaving their comfort zones
- 64% of employees say their employers were not honest about the changes they would face

**If you need help and support - click here to visit the support page in this toolkit.**

Source: CPD online college 'Managing change in the workplace' 17 April 2023

TOP  
TIPS

Don't forget there is also a **poster** on the **Sovereign Resource Hub** for you to print and display in your workplace.

# Activity - The seesaw of change



Positive	Stay the same	Negative

When we experience change, it's easy to focus on the perceived negative aspects of the situation, imagining how much worse things are going to be. But is that the reality?

Whilst there has been change, the impact could be minimal, and in some cases things actually get better!

## So, what can we do to avoid that initial worry?

Taking a logical view of the impacts of the change can help.

You can do this by splitting the impacts into three categories:

- What will be better (Positive)
- What will stay the same
- What will be worse (Negative)

Use the seesaw above to think about a change you're dealing with currently, with the positives and negatives on either side, and what will stay the same in the middle.

- Which way is the seesaw going to tip?
- How far down will it go?
- Or will there be an overall balance?

If we can learn to focus our effort and energy on understanding the reality of the situation and the real impact, rather than a perception, we can start to reduce anxiety and worry.

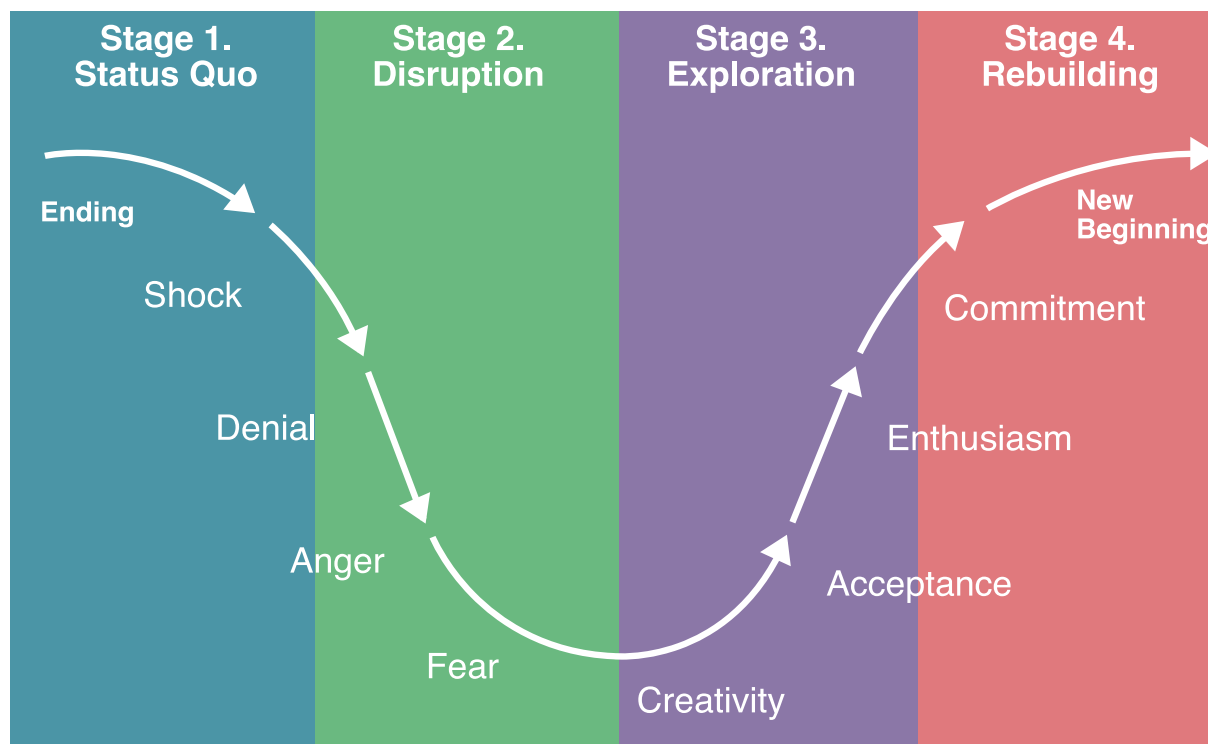


Did you know there are more **wellbeing topics** on the Sovereign Resource Hub - why not take a look!



# Activity - Supporting employees through change

## Understanding the Change Curve



**This activity is particularly useful if your organisation is going through a period of change.**

### What:

The Change Curve, often referred to as the Kubler-Ross curve, is a well-known model that depicts typical stages of responses to change.

It's a completely natural process, driven by our brains. Being aware of the stages and how people move through them, is an important part of being able to support them through change.

### Why:

- Focuses on people's reaction to the change rather than specifically the change itself
- Helps recognise and normalise the feelings we may experience when dealing with change
- Helps people open up about how they feel, so they can be better supported

### How:

This activity can be facilitated as a discussion in groups or individually, to help colleagues open up, air their feelings about change and help them recognise they are not alone. To do this:

- Use this page to provide the background to the model
- Use the table on the next page to talk about the different stages of change and your teams' own experience

It is important to recognise that not everyone will go through all stages of the curve at the same time or pace, and that's ok!

# Activity - Supporting employees through change

Stage 1. Status Quo			
Reaction	What you might hear and say	What you might feel and see	What you can do to support yourself and others
<b>Shock and denial</b>	<ul style="list-style-type: none"> <li>• OMG! I can't believe it</li> <li>• Sorry, what?</li> </ul>	<ul style="list-style-type: none"> <li>• Upset and emotion</li> <li>• Confusion and uncertainty</li> </ul>	<ul style="list-style-type: none"> <li>• Allow time to let things sink in</li> <li>• Talk to people you feel safe with</li> </ul>
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Stage 2. Disruption			
Reaction	What you might hear and say	What you might feel and see	What you can do to support yourself and others
<b>Anger and fear</b>	<ul style="list-style-type: none"> <li>• I totally disagree</li> <li>• What will happen if...?</li> </ul>	<ul style="list-style-type: none"> <li>• Heated conversations</li> <li>• Doubt and hesitation</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on the situation realistically</li> <li>• Try not to take things personally</li> </ul>
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	.....	.....	.....
	.....	.....	.....
Stage 3. Exploration			
Reaction	What you might hear and say	What you might feel and see	What you can do to support yourself and others
<b>Creativity and acceptance</b>	<ul style="list-style-type: none"> <li>• Can I suggest an alternative?</li> <li>• Ok, I can live with it. It'll work out</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to negotiate and talk</li> <li>• More settled and proactive</li> </ul>	<ul style="list-style-type: none"> <li>• Be clear about the change</li> <li>• Help people feel part of it</li> </ul>
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Stage 4. Rebuilding			
Reaction	What you might hear and say	What you might feel and see	What you can do to support yourself and others
<b>Enthusiasm and commitment</b>	<ul style="list-style-type: none"> <li>• How do we make this work?</li> <li>• It is actually better than before</li> </ul>	<ul style="list-style-type: none"> <li>• Wanting to be actively involved</li> <li>• Being an advocate for the change</li> </ul>	<ul style="list-style-type: none"> <li>• Provide resources and training</li> <li>• Celebrate efforts and successes</li> </ul>
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# Activity - The 'Attitude of Gratitude'



Being grateful for what we have, rather than wishing for what we don't, is a simple but powerful tool to help us manage negative thinking.

When things change in our lives it can be easy to lose sight of the constants that remain. Learning to recognise and value the positive things you have in your life, helps us to manage our mood more effectively and encourages us to focus on positive thoughts and feelings.

This won't alter the fact that we still need to deal with change, but it will help us approach it with a more positive mindset.

## So how do we develop an 'Attitude of Gratitude'?

Take a moment to think of the things you value most in your life and which you are most grateful for. These are the things that give your life meaning and purpose.

It's easy in life to wish for more and forget about the things we already have and really value.

Write down what you are thankful for (think about your family, friends, home, health, work and hobbies ).

I am grateful for: .....

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Developing an 'Attitude of Gratitude' helps boost mood and mental focus. This ensures when times get tough, we focus on what we truly value and believe in.

# Handout - THRIVE!



## Take control of the controllables

Focus your energy on the things that you can control or influence. When you make things happen, you will feel much more positive about the situation.



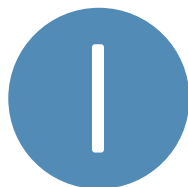
## How do you feel?

Take time to think about how you are really feeling about the situation. Talk things through with a friend and try to identify what your emotional state is, and what specifically about the change might be causing this.



## Realise what's working

Look for the good things that are still present in your life despite the change. Practice an 'Attitude of Gratitude' for what you have and focus on these when things are tough.



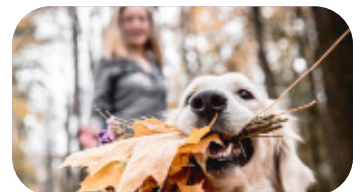
## Identify when you need help

Often we can feel very alone when we are coping with change, which only makes things worse. Don't be afraid to reach out for help and support; this could be from your line manager, colleagues, friends or family.



## Value routines

Routines and structures can help us to feel more in control and reduce worry. At the same time, finding and setting new routines can help to refocus your mindset – this could be as simple as finding time for a new hobby, or even a new regular bedtime routine.



## Engage

Fighting change takes up energy and can be emotionally draining. Being part of the process takes away some of the uncertainty, so look for ways to understand more about what is happening and why. Knowledge is key!



TOP  
TIPS

Feel free to **download or print this handout**, and put it up or share it with everyone you work with via email.

# Helpful links and resources

Many of the websites have downloadable fact sheets and take-away information which support the use of this toolkit. The links are also available on the Sovereign Resource Hub.

The following links provide help and support for those dealing with change.

## Dealing with change and uncertainty

<https://www.nhs.uk/every-mind-matters/mental-wellbeing-tips/how-to-deal-with-change>

## Get better at coping with change

<https://www.verywellmind.com/5-tips-for-dealing-with-change-5205553>

## Managing stress and anxiety

<https://www.nhs.uk/every-mind-matters/mental-health-issues/anxiety>

<https://www.nhs.uk/every-mind-matters/mental-health-issues/stress>

<https://www.mind.org.uk/information-support/types-of-mental-health-problems/stress/what-is-stress>

## The 'Attitude of Gratitude'

<https://www.nhsfife.org/services/all-services/child-and-adolescent-mental-health-service-camhs/things-to-try/gratitude>

Other relevant Sovereign Resource Hub topics



## Overcoming vulnerability – what to do if you feel vulnerable

<https://sovereignresourcehub.co.uk/vulnerability>

## Stand UP – to everyday stress

<https://sovereignresourcehub.co.uk/stand-up>

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Don't forget to visit the **Sovereign Resource Hub** for more health and wellbeing topics!