

Strategies for the Implementation of Changes

This worksheet will guide your team through strategies you might take to implement changes from the Staff Recruitment and Retention CoIIN. For each of the three key ingredients of implementation, there are questions your team can consider along with a table of potential strategies. The strategies in the tables below are a menu of options. You do not need to work on each one, but your team should consider strategies in each table.

Team Name:

Briefly describe the change you want to sustain:

Hardwiring the Change

Questions to consider:

- What policies, processes, and other materials need to be updated to reflect the change?
- What skills, knowledge, and experience do staff need to support the change? How will training be offered (initial and refresher)? Who will do the training?
- Are there materials documenting the old way of doing things that need to be removed?

Check the strategies that your team will make to hardwire the change	Write notes for strategies that your team might try to implement the change
<ul style="list-style-type: none"><input type="checkbox"/> Identify a process owner<input type="checkbox"/> Update relevant policies and protocols<input type="checkbox"/> Provide training and coaching on new change (initial, on-going, new hire)<input type="checkbox"/> Remove the old way	

Increasing Leadership and Staff Commitment to Change

Questions to consider:

- How will we communicate about the change?
- Are leaders knowledgeable about the change and engaged in problem-solving?

Check the strategies that your team will make around leadership and staff commitment	Write notes for strategies that your team might try to implement the change
<ul style="list-style-type: none"> <input type="checkbox"/> Show how change supports the program/organization vision and mission <input type="checkbox"/> Show the link between the change and the needs of staff / program / families <input type="checkbox"/> Share the benefits of the change and results from testing <input type="checkbox"/> Put the problem that the change addresses in historical perspective <input type="checkbox"/> Show appreciation for those making the change <input type="checkbox"/> Anticipate and address questions 	

Monitoring Results

Questions to consider:

- How will you continue to monitor progress to ensure that your change sticks?
- Is there a mechanism in place to make future improvements based on data and feedback?

Check the strategies that your team will make around monitoring results	Write notes for strategies that your team might try to implement the change
<ul style="list-style-type: none"> <input type="checkbox"/> Identify relevant data points and appropriate frequency for monitoring <input type="checkbox"/> Identify how and when you will share results with staff <input type="checkbox"/> Check in with staff about change during supervision and team meetings 	