

TOOL DESCRIPTION

Transition Guideline



Transition is the gradual process of reorientation that happens inside of us as we adapt to external change.

When something old ends and something new begins, we find ourselves in a transition phase. Our transition guideline can help you to support yourself in such situations, your team members or employees affected by a change. Examples that illustrate the difference between Change and Transition are shown below:




Change	Transition
Starting a new job	Adapting to your new role
Moving out of home	Learning to live on your own
Becoming a parent	Adapting to new patterns and responsibilities

As humans, we always have to transition through 3 phases. Shortcuts do not work.

1. **Endings** – characterized by feelings of loss, a higher emotional state or detachment and denial.
2. **Neutral Zone** – characterized by feelings of anxiety, diminished competence/low confidence, confusion/uncertainty/ambiguity followed by a more positive state of creativity/innovation/learning when out of our comfort zone.
3. **Beginnings** – characterized by feelings of acceptance, renewal, confidence, commitment, sense of purpose and meaning.

Duration unspecified	Participants unspecified	Facilitation no special material needed
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Transition Guideline | Process

Be aware of the transition 	Reflect on the status quo 	Fill the worksheet for each team member 10–15 min per person 
<p>Every change is accompanied by transitions. To start supporting these transitions, we need to be aware of them. Think about your change and what transitions you associate with it. Discuss it with your team members/colleagues to see if they have the same impressions.</p> <p>It's the transition and not the change that people often resist or find the most difficult due to:</p> <ul style="list-style-type: none">• Fear of losing their identity and their world.• Confusion in the neutral zone.• Not knowing how to succeed in the future.	<p>Reflect on the current status quo. Which phase are you/is your team in currently? What patterns do you already see? Keep in mind that:</p> <ul style="list-style-type: none">• Different groups find themselves in different stages (top management – middle management – lower level).• The pace of the transition depends on your individual biography (e.g., experience, personality).• Transition needs: time – trust – territory.• Too much focus on change and too little focus on stability.	<p>Since everybody is differently affected by a change and generally deals differently with change, the worksheet needs to be filled out for each person you care about separately.</p> <p>As soon as you have a good overview of the transition the person needs to adapt to, brainstorm on possible supporting activities based on our checklist from our Tool Personal Transition Checklist (see Tool Description).</p>

Transition Guideline | Template

Facts about the transition situation

	What will the person lose?	What will stay the same?
Status		
Influence		
Relationships		
Memberships		
Routine		
Structures		
Future prospects		
Demanding tasks		
Individual identity		
Competence		
Financial security		
How does the person feel?		
How do people in the environment perceive the situation?		

What could I do as a leader?

Ending phase
- ...
- ...
- ...
Neutral zone
- ...
- ...
- ...
New beginning phase
- ...
- ...
- ...