

7 Steps for Implementing Successful Change Management

Preparing your team for change

Change is often necessary for business growth and profitability. All businesses experience change and they must adapt to thrive and evolve. Organizations can develop new strategies to address change by following some important steps: identifying the goals of the change, planning for the change, team engagement, communication, adoption of the change, and seeing the results of the change.

An effective change management process can help minimize the impact of change on your business and staff. The following is a checklist to help you manage change within your business and bring about a successful outcome.

- 1. Identify the Change and Why it's Important**
Since most change occurs to improve a process, a product, or an outcome, it is critical to identify the need, why it's important and establish goals for a successful result.
- 2. Create a Change Management Team**
Identify willing team members in each department and at different levels of your organization who can champion the change, serving as good advocates before, during, and after the transformation.
- 3. Strategize and Plan**
Hold regular team meetings and document the strategy for the change from start to finish, including requirements, budget, timelines, training, and success measurements.
- 4. Communication is Key**
Allows clear and open lines of communication throughout the change process. This creates transparency around the issues you're addressing and the impact they may have on employees.
- 5. Build Excitement**
Leadership should build excitement around the change, making it something employees expect, buy into, and adopt as a new way of doing business. After you complete the process, take time to celebrate your collective accomplishment.
- 6. Continued Reinforcement**
After the change is implemented, hold follow-up meetings to reinforce the overall change benefits, encourage employee questions and feedback, and address any areas of concern.
- 7. Recognition**
Recognize the success of the teams and individuals involved with the change as this will go a long way in creating a willingness to participate and adopt future changes your organization may have on the horizon.

Epicor Can Help with Change

When you consider making a change with your business management solution, Epicor is ready to help. At Epicor, we've been building enduring relationships with retail businesses for 50 years. We understand the retail industry and our industry productivity solutions are carefully curated to fit their needs and built to respond flexibly to their changing needs. We accelerate every customer's ambitions whether to grow and transform or simply become more productive and effective.

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Talk to an Epicor Retail Representative at +1.888.463.4700 or email retail@epicor.com