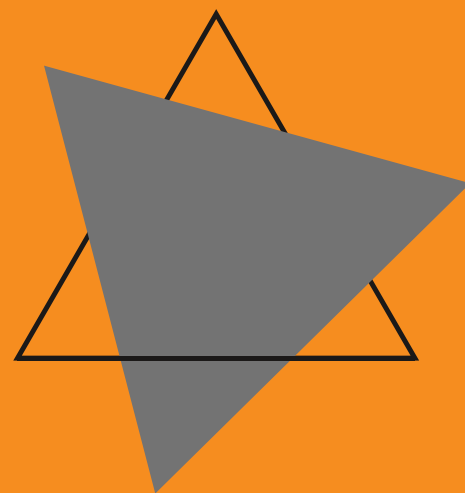PLANNING TOOL
CULTURE CHANGE ACTION PLAN

BUILDING THE COMMITMENT &
ACTIONS TO EMBED CHANGE &
DRIVE PERFORMANCE

empath•c
CONSULTING

PEOPLE DON'T HAVE CHANGE, THEY HATE UNCERTAINTY. WE NEED A PLAN WE ALL BELIEVE IN!

When developing a new product or service, we tend to start with a clear idea of the problem we are solving and a vision for how we will develop a solution. When developing a change of culture though, we tend to pin our hopes on a small set of words and struggle to get real traction.

The intangible nature of team culture makes it both one of the most powerful and most challenging element of teams to intentionally design, implement and embed. This planning tool can be used in conjunction with a team workshop to create a tangible reminder of the steps required for change.

The Culture Change Action Plan helps to:
- Discuss & document the reasons a change is required
- Clarify the actions required for this change to take place
- Order the first steps to embed change
- Provides a framework for feedback and planning
- Clarifies the way change will be measured and assessed

TEMPLATE ACTION PLAN

Why do we need to change?

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By changing, we want to achieve?

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To embed this change, we will make the following 5 big changes:

1.
2.
3.
4.
5.

The first 5 major Objectives will be (including critical steps & measures):

Objective	Description	Owner	Critical Steps	Measures	Target Date	Accountable

We will review our culture plan in X weeks and assess progress against the agreed objectives:

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