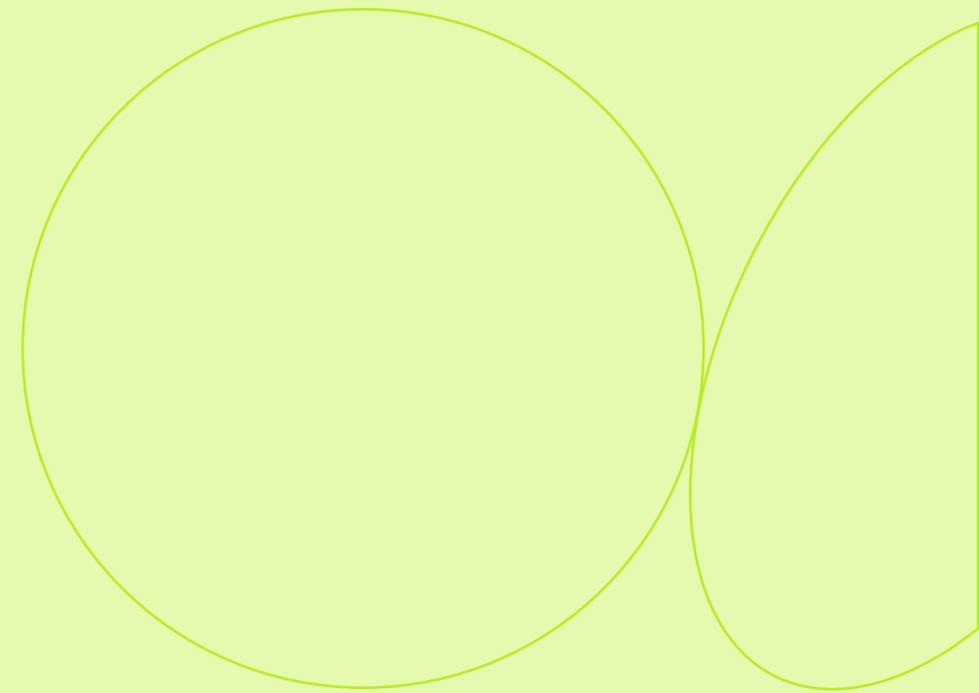


Key strategies for adapting to workplace transformations

Employee Briefing: Embracing Organizational Change



Introduction and Purpose



Upcoming Changes: What It Means for You



Positive Change Introduction

The meeting sets a positive tone about evolving AI-assisted workflows to improve work quality and reduce repetitive tasks.



Employee Empowerment

Changes focus on empowering employees with better tools, not job loss, enabling smarter, easier work.



Interactive and Supportive Session

The session encourages active participation, open questions, and a supportive environment for sharing thoughts.



Today's Conversation Overview

Purpose of Change

Explain why the organization is undergoing change to build understanding and alignment among employees.

Employee Experience

Describe the journey and feelings employees may experience during the transition to foster empathy and support.

Clear Communication

Use simple language to clearly explain the approach, ensuring everyone understands the process.

Support Systems

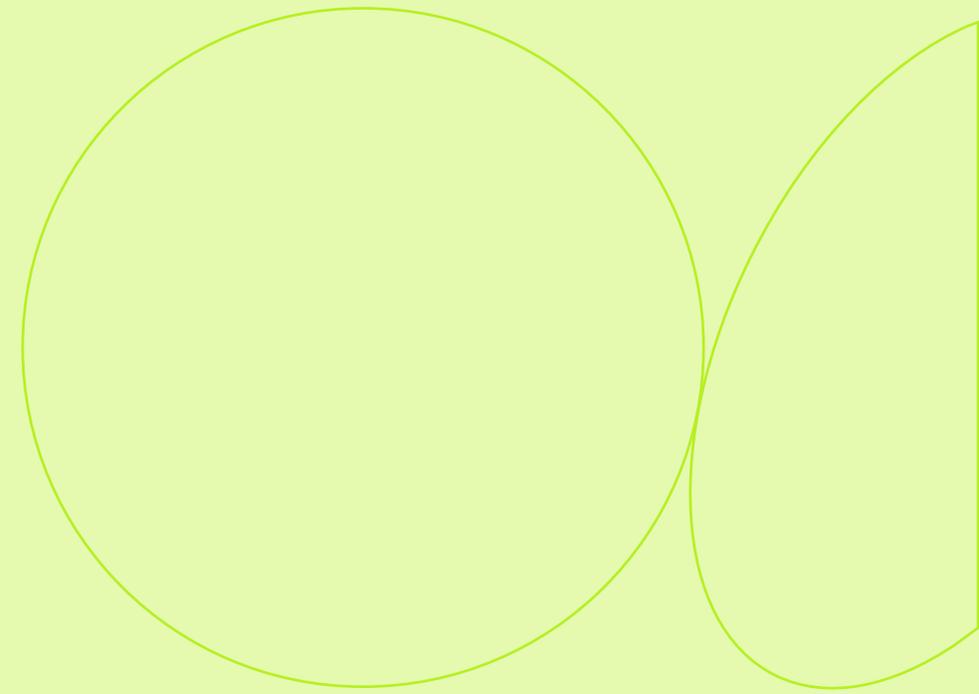
Outline how the company will support employees throughout the transition to ease concerns and encourage engagement.

Next Steps and Q&A

Present next steps and allow for questions to ensure transparency and address employee concerns.



Why Change is Happening



Why Change Now?



Industry Evolution and AI

Rapid industry changes and AI innovations drive the need for smarter, easier workflows.

Benefits of AI-Assisted Workflows

AI reduces busywork, improves accuracy, and enhances overall quality in daily tasks.

Positive Employee Impact

Employees gain faster task completion, fewer errors, and more time for meaningful work.

Supporting Career Growth

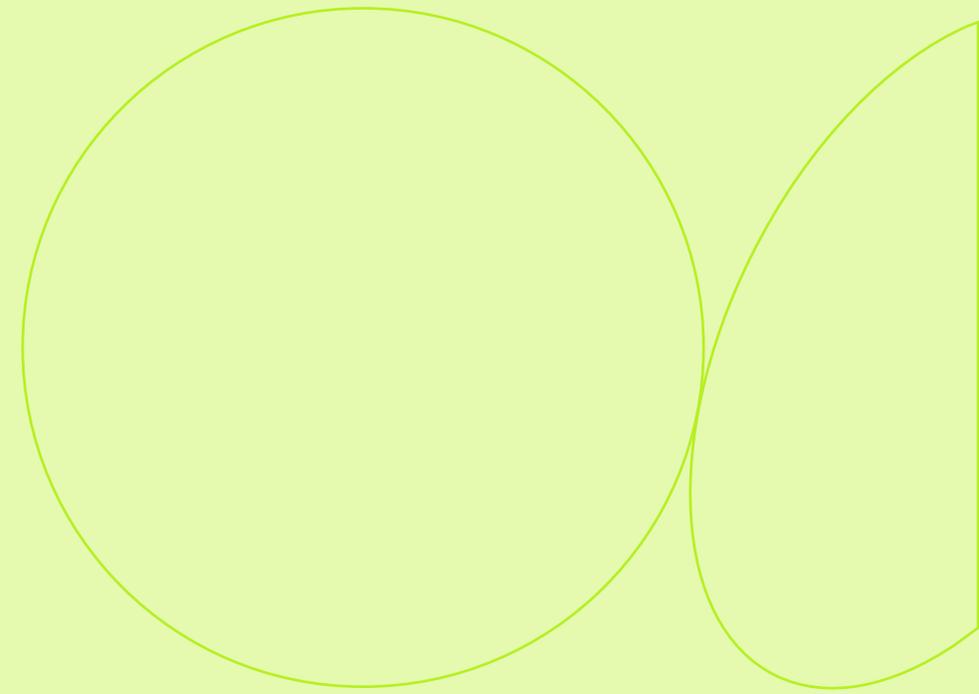
Transformation supports employees, enabling career development and enhanced job satisfaction.



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The Change Journey





What You Will Experience

Prepare Phase

Employees learn about changes, ask questions, and prepare for new processes to ensure readiness.

Implement Phase

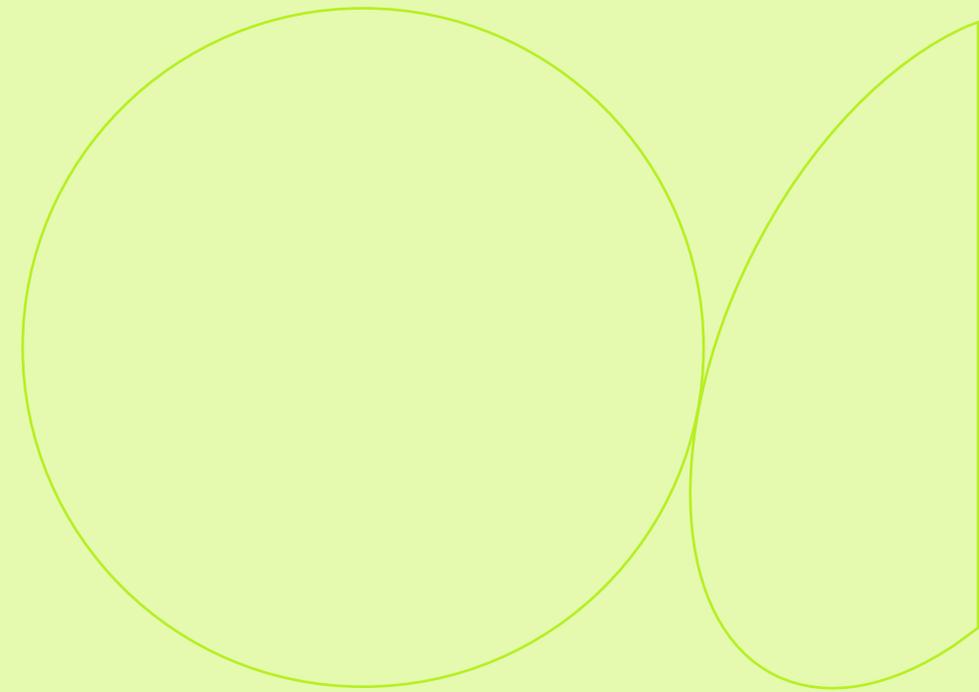
Hands-on training, pilot programs, and daily support help employees adopt new tools and workflows.

Embed Phase

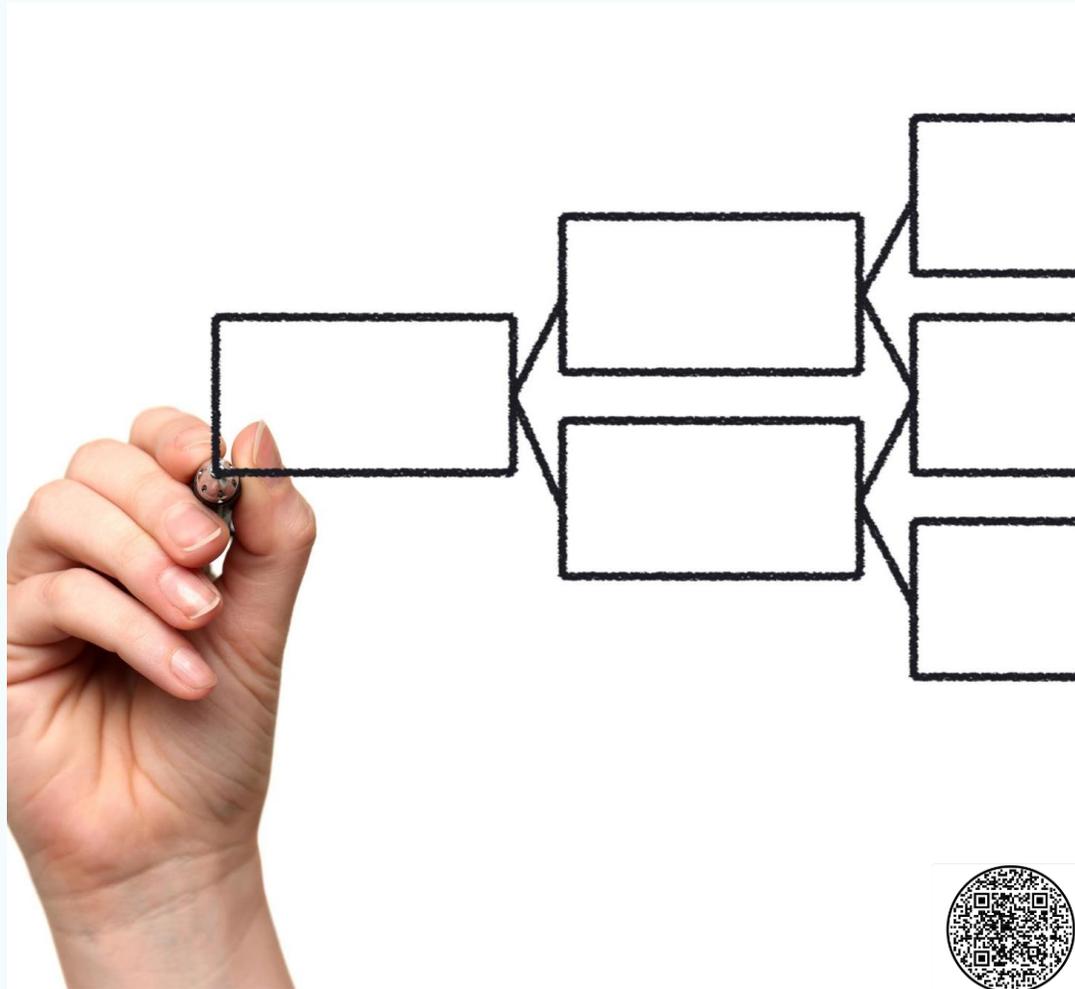
Reinforcing new habits, celebrating successes, and improving based on employee feedback strengthens adoption.



Our Approach to Change



Explaining Kotter, Lewin, and ADKAR in Plain English



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Kotter's Eight Steps

Kotter's model emphasizes urgency, forming coalitions, and celebrating early successes to drive change effectively.

Lewin's Three Phases

Lewin describes change in three phases: Unfreeze to prepare, Change to implement, and Refreeze to solidify new habits.

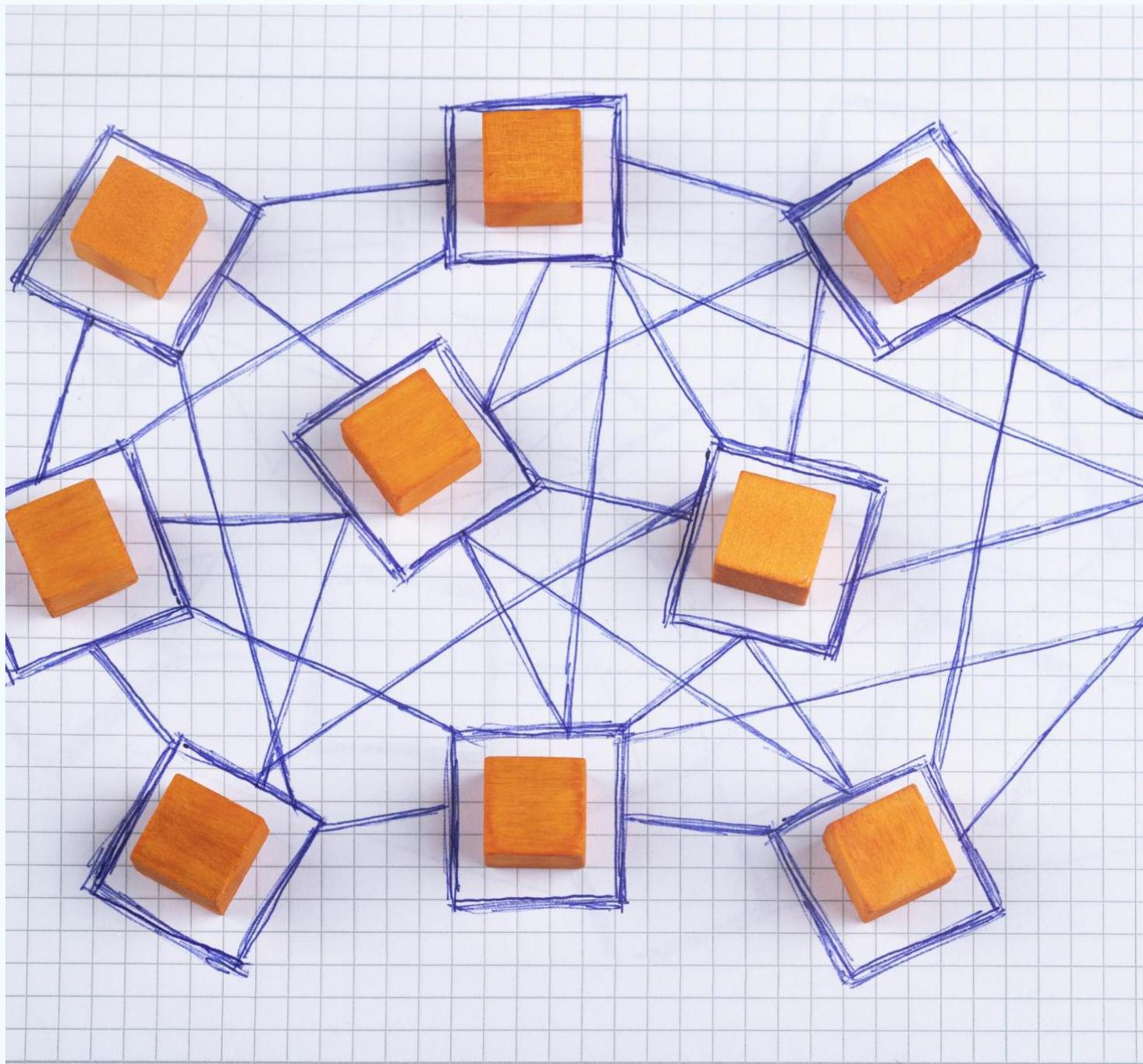
ADKAR Framework

ADKAR focuses on individuals through five stages: Awareness, Desire, Knowledge, Ability, and Reinforcement for sustained change.

Employee Impact

Clear communication, practical training, and ongoing support help employees adapt and maintain new behaviors during change.





Nine-Square Grid: People, Process, Technology

Framework Overview

The Nine-Square Grid integrates People, Process, and Technology to guide comprehensive change management efforts.

Employee Experience

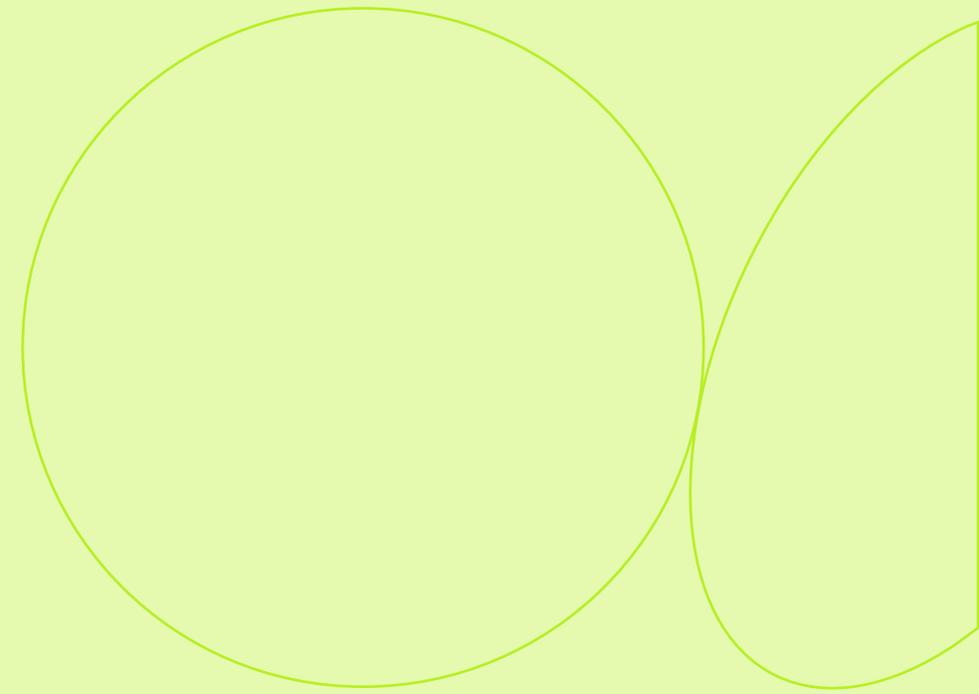
Employees encounter initiatives that emphasize human-centered change, simplified workflows, and new technology support.

Managerial Guidance

Managers use the grid to explain how change activities fit together and their importance in transformation.



Your Role and Support





Your Role in the Change (ADKAR)

ADKAR Model Stages

The ADKAR model involves Awareness, Desire, Knowledge, Ability, and Reinforcement to guide successful change.

Employee Engagement

Employees actively engage by understanding, learning, practicing, and continuing new behaviors during change.

Manager Support

Managers encourage reflection and provide support, fostering empowerment and easing transitions.



How We'll Support You



Hands-On Training

Interactive hands-on training sessions equip employees with practical skills for a smooth transition.

On-Demand Support

Chatbots and office hours provide instant, accessible help whenever employees need assistance.

Pilot Groups for Feedback

Pilot groups gather fast feedback to refine workflows and improve adoption processes.

Manager Coaching and Playbooks

Clear playbooks and manager coaching guide employees through new workflows confidently.

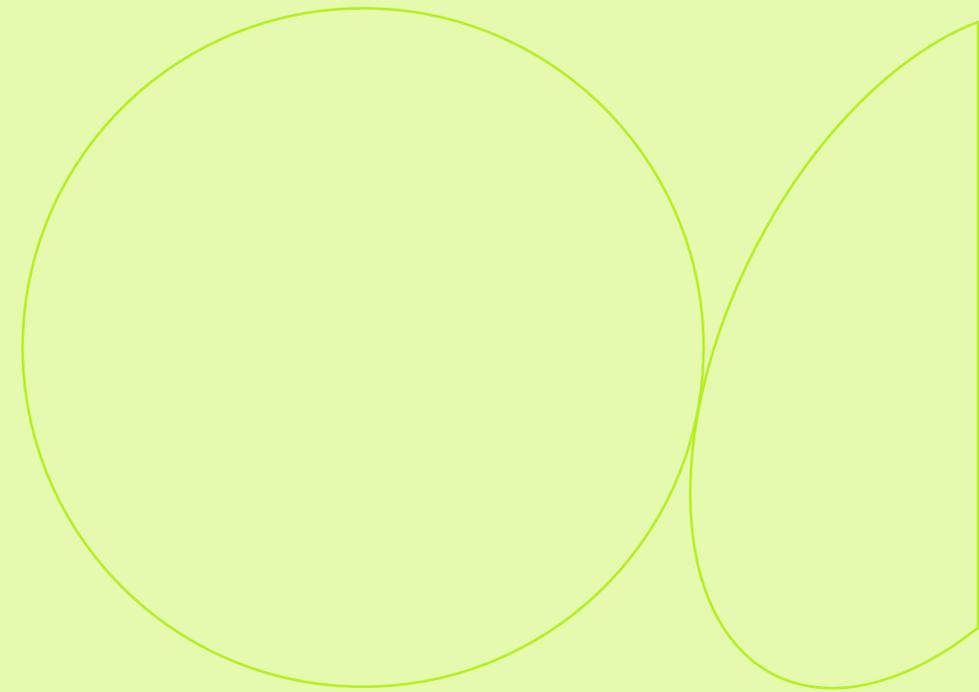


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Benefits and Feedback



Early Wins We're Targeting

Faster Task Completion

Early wins include speeding up routine tasks to increase overall efficiency and reduce delays.

Error Reduction

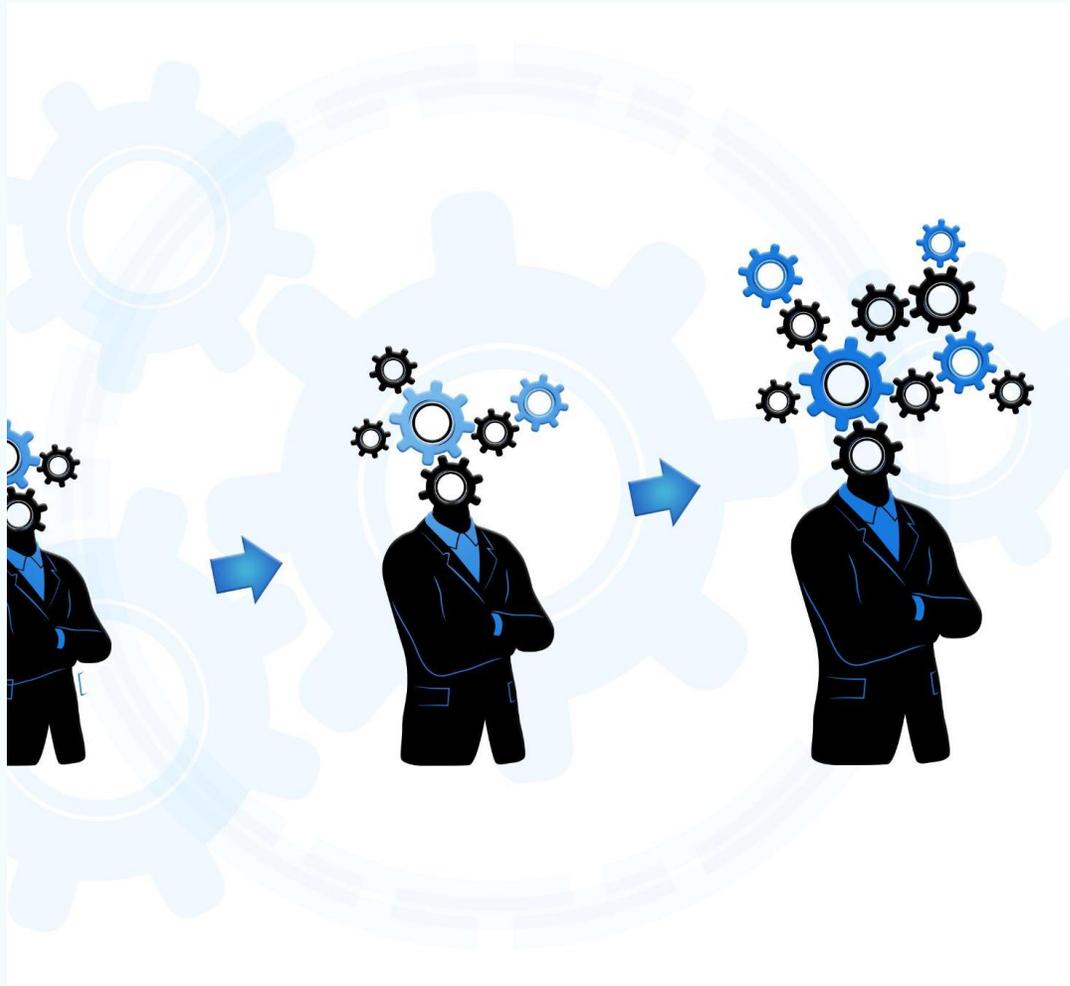
Reducing errors improves quality and builds confidence in processes and outcomes.

Enhanced Experiences

Improvements in customer and employee experiences drive satisfaction and engagement.

Increased Visibility

Greater visibility into work-in-progress helps manage tasks and prioritize higher-value work.



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How We'll Listen and Adapt



Employee Feedback Channels

Open feedback channels allow employees to share their views continuously and contribute to organizational improvement.

Pulse Surveys

Regular pulse surveys gather quick insights on employee sentiment to guide timely decision-making.

Transparent Communication

Transparent updates help keep everyone informed about changes and the rationale behind them, building trust.

Rapid Iteration and Adaptation

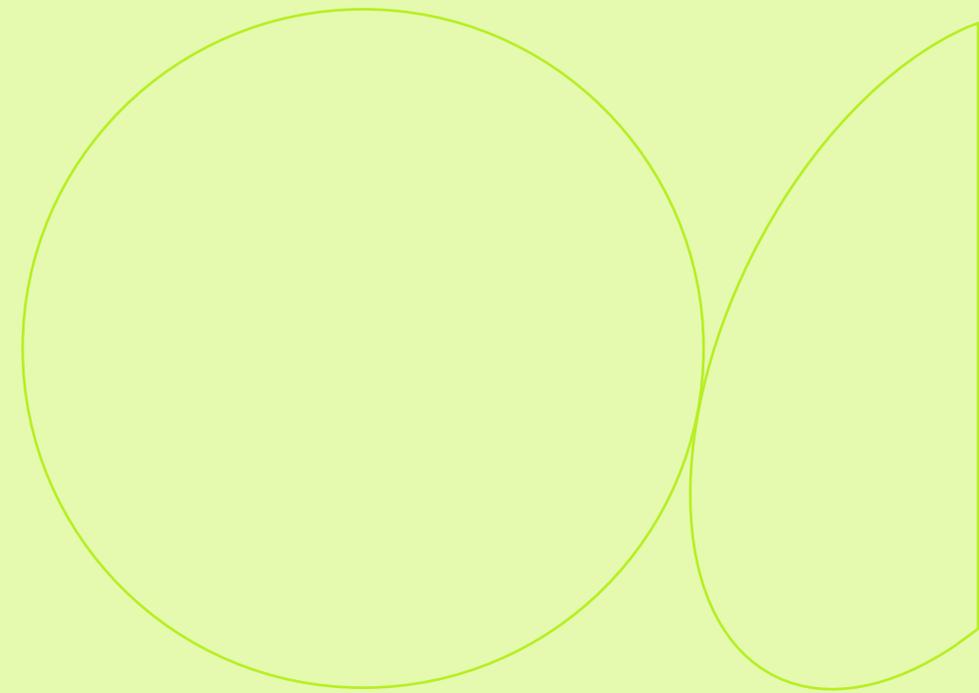
Quickly iterating based on pilot feedback ensures solutions meet actual employee needs effectively.



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Success and Next Steps



What Success Looks Like



Employee Confidence

Success means employees feel confident using new tools and processes in their daily work.

High Adoption Rates

High adoption rates indicate that new workflows are embraced and integrated smoothly by employees.

Improved Performance

Success is reflected in faster work, better quality outputs, and increased employee satisfaction.

Managerial Alignment

Managers align success metrics with employee benefits to reinforce positive impacts of changes.



Next Steps and FAQs



Employee Engagement Activities

Employees participate in kickoff training, pilot new workflows, and share feedback through designated channels.

Addressing Common Concerns

Managers openly address job security, training formats, and support options to reassure employees about AI integration.

Support and Peer Collaboration

Employees pair up with peer champions for additional support to ease transition and adoption.

Maintaining Momentum

Closing with gratitude and clear next steps helps keep employee engagement and project momentum high.

