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A SUMMARY OF "HOW" TO CHANGE

The Initial Organizational Analysis. Understanding the Forces for Change and the Organizational Situation. Chapter 3.	Unfreezing the System. How to Change? What to Change? Complexity, Levels of Analysis, and Time Dynamics of Change.
Why Change? Determining the Need for Change, Determining the Degree of Choice About Whether to Change, Developing the Change Vision. Chapter 4.	Understanding the Need for Change. Creating the Perception of Need for Change. Developing the Powerful Vision for Change.
Describing the Present State.	
Gap Analysis Chapters 5, 6, 7, 8.	Formal Systems and Structures. Emergent Systems and Structures. Change Recipients. Change Agents.
Defining the Desired Future State.	
Action Planning and Implementation: Assessing the Present in Terms of the Future to Determine the Work to Be Done, Doing the Work. Chapter 9.	Developing the Activity Plan. Contingency Planning. Communications Planning. Managing the Transitions.
Measuring the Change-Designing. Effective Control Systems. Chapter 10.	Measuring the Change Over Time. Institutionalizing the Change Through Systems.

Reference

Cawsey, T. & Deszca, G. (2007). Toolkit for Organizational Change. Thousand Oaks, CA: Sage Publications, Inc.

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