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*Leading Through Change
Programme*

www.mindu.co.nz



Leading Through Change

Change is constant, it's all around us, the pace is frenetic with no sign of slowing down, and yet change is an area we struggle with on a individual level, team level and organisational level.

Learning to lead others through change effectively requires self-awareness, agility of mind, personal resilience, emotional intelligence and an understanding around the typical responses and reactions to expect during periods of change and this is where this where the content of the MiND.U 'Leading Through Change' programme focuses.

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There is nothing
permanent except
change.

Heraclitus

The MiND.U 'Leading Through Change' programme is a human-centred leadership learning journey.

The 'Leading Through Change' programme consists of 3 virtual workshops, each workshop builds on the last, with space in-between where leaders are given questions for self reflection and call-to-action prompts that help embed knowledge and build leadership accountability.

The programme has been designed to place a big emphasis on the mindset and emotional journey of change, encouraging leaders to acknowledge and understand their own response and reaction to change.

Leaders are invited to first cultivate self awareness, tuning into their own emotions, behaviours and wellbeing during change before then building understanding of where to focus to create the biggest impact for successfully leading their teams through change.



Change is a journey... not a 1-stop workshop

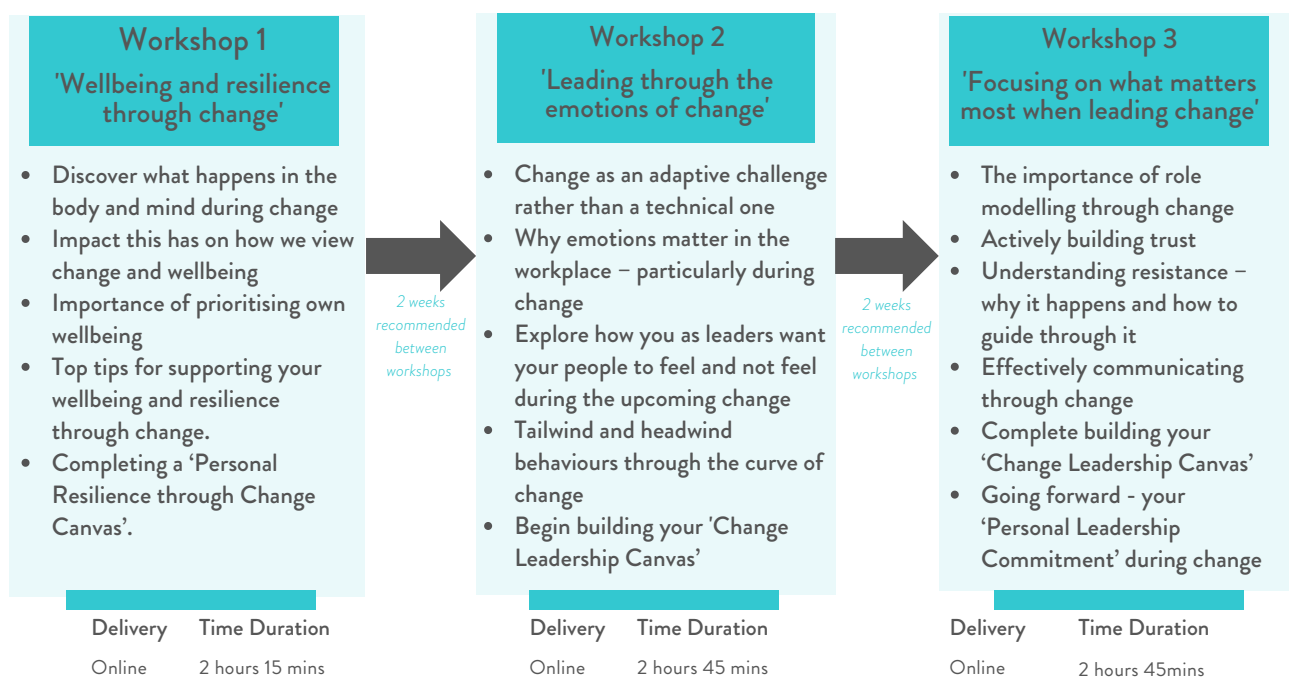


In the programme leaders will learn the various foundational areas that we consider at MiND.U as being the most important areas to focus on when leading through change.

The journey begins with providing insight into the brain's typical response to change and the importance of prioritising resilience and wellbeing. There is an emphasis on building self awareness which can create potential beneficial shifts in mindset and increased role modelling of change adaptive behaviours. Leaders also learn about actively building trust, understanding resistance, communicating effectively and the importance of honouring the emotions of change and being intentional about the emotional culture you want to cultivate during change.

The nature of these workshops will be interactive and prompt self reflection, based around many group exercises and discussions. There are key take aways, workbooks and learning outcomes for each session, however many of the most profound benefits will come from self awareness and the intuitive or internal knowledge that leaders know but are often too busy to notice or take the time to reflect or act on.

The journey consists of 3 workshops run in the sequence detailed below. It is recommended these run over a 5-6 week period to allow space in-between for action and reflection prompts. Workshop journeys are limited a max of 20 people per journey cohort. Multiple journey cohorts can be run in tandem - for examples 120 leaders would be split into 6 separate cohorts.





Workshop 1: Wellbeing & Resilience Through Change



It starts with you.

Change is a reality of life, yet we often find it uncomfortable and challenging. The best way to navigate change and uncertainty in our external world is to first understand what is happening in our internal world.

The journey starts with a focus on individual resilience and wellbeing, because leaders need to understand their own response to change and the impact it has on their leadership, to enable them to better understand, guide and support their people through change.

We explore the science of what happens in our body and minds during change and uncertainty and how this impacts emotions, behaviours and the physical body. You'll also learn practical tips to support yourself through times of change.

During this session participants learn how the reactions in the body and mind impact how we show up, our resilience and wellbeing. Leaders are then taken through 7 key tips to help boost and improve resilience and wellbeing through change that they can embed into their own daily habits as well as share with their team, using this knowledge to complete their own 'Personal Resilience Through Change Canvas'.

Leaders leave this session with a greater understanding of how change can impact them and their teams emotionally, mentally and physically, and practical ideas that they can put in place immediately to build resilience both for themselves and their teams.



*"You can't stop the waves but you can learn how to surf."
- Jon Kabat-Zinn*

Workshop 2: Leading Through the Emotions of Change

Emotions matter.

Emotions at work matter but so often get overlooked and ignored. Consider phrases such as 'Don't be so emotional', or 'You're too emotional' or 'Take the emotion out of the decision' or even 'Leave your emotions at the door'. These are not necessarily uncommon phrases at work and beyond. However, research clearly shows that when we, block, ignore or fail to honour how people are feeling at work, and indeed through change, then as a result psychological safety and indeed performance goes down.

Most companies focus on 'Cognitive culture' i.e. shared values, purpose and behaviours etc. This is important but something is missing. Research is now showing that the other crucial component to how people think, perform and behave, is driven by how they feel at work, otherwise known as 'Emotional culture'.

This session focuses on preparing leaders for the emotional roller coaster of change and premise that change is more an adaptive and emotional challenge rather than a tactical one. We ask leaders to consider how they want their people to feel and not feel during the change, the importance of attending to these emotions, building emotional intelligence and key behaviours that can enable or disable the change. Leaders are given questions to reflect on personally and in groups so that they can begin building their own 'Change Leadership Canvas'.



"The heart of change is in the emotions"
- John Kotter

Workshop 3: Focus on What Matters Most when Leading Through Change

Change is as much a way of being as a way of doing

Being able to adapt and lead a team through change is one of the most foundational parts of the role of leaders today. Change without leadership is chaos, however change with poor leadership can result in increased resistance and distrust.

In this final session, we explore four key pillars for leaders to focus on - 1. role modelling behaviours, 2. understanding and responding to resistance, 3. actively building trust and 4. communicating effectively. Doing these things well, will build connection which is essential in leading change effectively. Exploring these pillars, we prompt leaders to identify strategies that resonate for them depending on their areas of strength and challenge.

Building on the previous two sessions, leaders will consider their personal change leadership commitment to finish the journey, having built a comprehensive 'Change leadership canvas', which serves as a roadmap to guide their future actions, communication and connection with their people.



"The reality is that the only way change comes is when you lead by example"

-Anne Wojcicki







Your Leading Through Change Toolkit



Life time access to an extensive Miro board toolkit

During the 'Leading through Change' journey, we provide an extensive virtual toolkit of downloadable resources for leaders via a Miro Board workspace that participants have extended access to.

The toolkit includes:

-  Comprehensive workbooks filled with key information covered in the sessions and activities to help leaders reflect and relate the learnings to their personal situation.
-  Ready-to-use tools so leaders can implement what they learn immediately, sparking action to shift mindsets and behaviours.
-  Canvas templates for leaders to design their 'Personal resilience through change' and their 'Change Leadership' canvas.
-  A variety of bonus easy to use resources designed for leaders to use with their team including a virtual copy of 'The Emotional Culture Deck', 'Team Check in boards', Posters and other exercises to use with teams through the change.

WORKSHOP 1 - PERSONAL RESILIENCE AND WELLBEING THROUGH CHANGE

RESOURCES FOR YOUR WORKSHOP

WORKSHOP 1 - PREWORK

WORKSHOP 1: RESILIENCE AND WELLBEING THROUGH CHANGE

PROPOSED-DEFINITION

What is resilience? How do you build your resilience through change?

What is change? How do you build your resilience through change?

What is change? How do you build your resilience through change?

"The difference between change and transition is that change is what you do, transition is what you feel."

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YOUR PERSONAL RESILIENCE THROUGH CHANGE CANVAS

PERSONAL RESILIENCE THROUGH CHANGE CANVAS

HOW FEEL NOW (Current State) | **TRIGGERS** (What triggers your current state?) | **IMPACTS** (How do you feel about your current state?)

| CURRENT STATE | TRIGGERS | IMPACTS |
|-------------------------------------|---|--|
| 1. I feel overwhelmed and stressed. | 1. Lack of sleep, too much to do. | 1. Lack of energy, difficulty concentrating. |
| 2. I feel anxious and nervous. | 2. Uncertainty about the future. | 2. Difficulty making decisions. |
| 3. I feel sad and lonely. | 3. Loss of support from friends and family. | 3. Difficulty finding time for myself. |
| 4. I feel frustrated and angry. | 4. Lack of control over my situation. | 4. Difficulty staying motivated. |
| 5. I feel exhausted and drained. | 5. Too many responsibilities. | 5. Difficulty finding time to rest. |

DESIRED STATE

| DESIRED STATE | STOP SIGNALS | KEEP SIGNALS | START SIGNALS (EXPERIMENT) |
|-------------------------------------|------------------------------------|-----------------------------------|---|
| 1. I feel calm and relaxed. | 1. Stop taking on too much. | 1. Start taking breaks. | 1. Start taking time for myself. |
| 2. I feel confident and in control. | 2. Stop worrying about the future. | 2. Start focusing on the present. | 2. Start taking small steps. |
| 3. I feel supported and connected. | 3. Stop isolating myself. | 3. Start reaching out for help. | 3. Start spending time with loved ones. |
| 4. I feel energized and motivated. | 4. Stop procrastinating. | 4. Start taking action. | 4. Start setting goals. |
| 5. I feel rested and refreshed. | 5. Stop overworking myself. | 5. Start prioritizing rest. | 5. Start taking time to recharge. |

UNDESIRE STATE

| UNDESIRE STATE | STOP SIGNALS | KEEP SIGNALS | START SIGNALS (EXPERIMENT) |
|-------------------------------------|------------------------------------|-----------------------------------|---|
| 1. I feel overwhelmed and stressed. | 1. Stop taking on too much. | 1. Start taking breaks. | 1. Start taking time for myself. |
| 2. I feel anxious and nervous. | 2. Stop worrying about the future. | 2. Start focusing on the present. | 2. Start taking small steps. |
| 3. I feel sad and lonely. | 3. Stop isolating myself. | 3. Start reaching out for help. | 3. Start spending time with loved ones. |
| 4. I feel frustrated and angry. | 4. Stop procrastinating. | 4. Start taking action. | 4. Start setting goals. |
| 5. I feel exhausted and drained. | 5. Stop overworking myself. | 5. Start prioritizing rest. | 5. Start taking time to recharge. |

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YOUR SESSION WORKBOOK

LEADING THROUGH CHANGE

Workshop 1
Personal Resilience Through Change

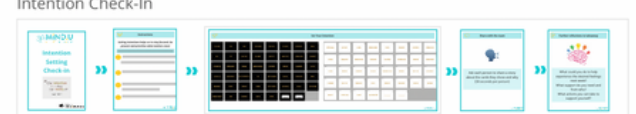
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LEADING THROUGH CHANGE JOURNEY - BONUS RESOURCES


3 TEAM CHECK IN EXERCISES USING THE EMOTIONAL CULTURE DECK

Below are 3 simple but effective tools that leaders can use to check in with their teams using the Emotional Culture Deck cards


Intention Check-In



Current State Check-In




Retro Check-In



POSTERS TO PUT UP IN THE WORKPLACE

Download and print these posters and pop up in meeting rooms and suitable places at work to help support a more mindful, resilient and present workplace.



What's included

We like to keep things simple and transparent, there are no hidden 'add-ons' at the end of a journey

You journey includes:

- ≡ All workshop session preparation and planning
- ≡ Delivery of 3 virtual workshops (via zoom)
- ≡ Workbooks and Canvas Templates
- ≡ Communications to participants of any pre and post work
- ≡ A post journey debrief meeting
- ≡ Post workshops feedback survey and dashboard of results
- ≡ Access to an extensive virtual Miro board workspace for leaders, filled with key information, ready-to-use tools, and inspirational resources for further learning
- ≡ Online leaders coaching drop-in session (this is an opportunity for leaders that have attended workshops to bring questions, challenges and bright spots on how things are going to this interactive online session).





Why Choose MiND.U



Co Creating Your Journey of Inner Work for Outer Transformation

At MiND.U we combine our extensive experience of guiding organisations to lead and navigate through change, challenge and uncertainty, with hands-on experience, training and skills to integrate mindfulness, emotional intelligence and resilience techniques into the DNA of organisations and individuals. This helps them better understand themselves, perform at their best and navigate the ups, downs and curveballs of life.

Our mission is to help you build a high-performing, collaborative culture where people are encouraged to be more themselves - not less - and teams collectively expand their potential. MiND.U helps workplaces embrace the wisdom of emotions and the superpower of mindfulness to stay focused, nimble and resilient.



The MiND.U Values

Our values are at the heart of everything we do. At MiND.U we do our best work when we collaborate with like-minded people and organisations who share these values.

-  *Passionate about how people feel - We show care, consideration and compassion for those around us at all times.*
-  *Open, curious and ever-adapting - We actively listen to the people we work with, exploring, learning and evolving as we go.*
-  *Devoted to creating value - We do this by helping others learn and grow in an engaging and practical way.*
-  *Easy to work with - We keep things simple, communicating with our customers in a way that works for them.*
-  *Role models for what we teach - We embody the lessons and ideas we share while being transparent and upfront about mistakes and mishaps we make along the way.*



About Your Facilitator - Lotty Roberts



MiND.U Founder and Chief Facilitator

Lotty is a forward thinker in the field of change, leadership, team performance and organisational culture, with over 20 years' experience leading and coaching people through large scale change and transformation programmes. During her career Lotty has had lots of hands on experience focusing on the mindset of change and building high performing teams.



Lotty has founded her own business, 'Mind U', where she is devoted to helping companies and individuals build the capability, resilience and 'know how' to mindfully flourish, lead and navigate themselves in an ever changing, dynamic environment. Lotty is passionate and committed to helping leaders, teams and cultures to thrive, flourish and flow.

Lotty approaches all the work she does from a human centric lens, bringing her experience as a change leader and mindfulness teacher together with her knowledge of human behaviour and emotional agility in the workplace.

Lotty is constantly up-skilling and expanding her knowledge, her most recent studies being through 'Oxford University Mindfulness Foundation', focusing on building mindful workplaces.

Lotty is also a Certified Emotional Culture Master consultant who partners with 'Riders & Elephants', a Breath-work instructor and a delivery partner for 'Awaris', one of the world's leading training providers in workplace mindfulness and resilience programmes.

"I founded my business MiND.U to bring together my passion, hands-on experience and skills, supporting organisations to integrate mindfulness, emotional intelligence and resilience techniques into the DNA of how they work. My mission is to help people flourish from the inside out, by better understanding themselves and learning how to navigate the ups, downs and inevitable curveballs of life."



Kind Words



"Lotty has a natural talent to present in a natural and fun way which engages the team and encourages participation. She also brings all the contributions together in a cohesive manner and you actually get real tangible outcomes. She also has delivered fantastic results through coaching.

I can't recommend Lotty enough - her industry knowledge in terms of team wellbeing, culture and mindfulness is amazing - but its her translation of this through her delivery and engagement which sets her apart." - Jon Mellor (Director at Darvill Mellors & Co)

"Lotty's experience and expertise around change leadership and management and project management is substantial. Lotty completely captured the hearts and minds of our leaders and continued to work with us by offering Change Leadership sessions for our Executive and General Managers.

"It is my absolute pleasure to highly recommend Lotty to you. The value she has added is evidenced and her insights have helped us move forward in our pursuit to increase the project and change management capabilities of our middle leaders. We are well on the way with our journey thanks to Lotty's advice and input." - Heather Compton (Head of Learning & Capability APHG)

Lotty is a wonderful guide and coach. She has supported us beautifully on our journey. This has helped us to do more of the things that enhance our people's experience at work and less of the things that don't, transforming our culture in the process. Lotty brings wisdom, humour and insight to the work she does. We have thoroughly enjoyed working with Lotty and recommend the work she does for anyone interested in cultural transformation." - Amanda Thorpe (Head of People and Culture TMNZ)

Some of the clients we have worked with



Ready to get started?



Get in touch and book your discovery call and discuss further.



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