

CFABAA114

Plan change for a team



Overview

Identify and develop opportunities for change and plan change for a team.

Links: Business Support Services; Work responsibilities

Specific skills:

1. analysing
2. evaluating
3. negotiating
4. planning
5. communicating
6. managing resources
7. organising
8. problem-solving
9. decision-making
10. persuading
11. motivating

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Performance criteria

You must be able to:

Identify and develop opportunities for change

- P1 recognise opportunities for change for the team
- P2 Evaluate options for change in terms of the constraints, risks, benefits, costs, resources and implications for the organisation and team
- P3 analyse and cost the risks and benefits associated with these options
- P4 persuade team to commit itself to change

Plan for change

- P5 encourage the team to challenge existing ways of working and to put forward new ideas
- P6 plan change, identifying vision, goals, objectives, timescales and resources
- P7 agree plans for change with relevant decision- makers

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Knowledge and understanding

You need to know and understand:

- K1 the purpose and benefits of change to organisations, individuals and teams
- K2 the purpose and benefits of engaging teams and individuals in the whole change process and encouraging them to feel they are contributing to the process
- K3 how teams and individuals can challenge creatively and constructively existing ways of working
- K4 the purpose of having a vision and goals for change and to communicate them to those involved
- K5 the purpose and benefits of planning the promotion of change
- K6 the purpose and benefits of being adaptable during the change process and being ready to renegotiate plans
- K7 the types of problems that may arise during a change process and how to respond to them

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