Change Implementation: 
Four Questions of Change

Every employee wants four questions answered during times of change:

- What is happening?
- Why is it happening?
- How will this affect me and my job?
- What’s the plan for getting there?

The next time a change is about to occur, take time to create the answers to these questions for the team members who work for you. Be proactive and answer their questions before they ask. Plan several ways to communicate: text, email, posts on communication boards (electronic and physical), and, most important, open meetings where discussion is encouraged.