

vILT Proposed Outline  
 Activating Change ®: Individual Contributor Version  
 Lissa Mangini

<b>BEFORE THE SESSION</b>	<b>30 MIN</b>
<ul style="list-style-type: none"> <li>• <b>Log in</b> to insure connectivity</li> <li>• <b>Show Pre-Session</b> welcome slide including:           <ul style="list-style-type: none"> <li>○ Session start time</li> <li>○ Reminder to have pre-printed material (access to electronic version of manual) available</li> <li>○ <b>Invite</b> participants to play with chat and other features (voice) while they wait</li> <li>○ <b>Invite</b> participants to ask questions pertaining technical issues they may be encountering with system components (logistics).</li> </ul> </li> <li>• Greet participants as they join session</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Announce</b> “15 minutes before start time”           <ul style="list-style-type: none"> <li>○ Continue greeting participants as they join session</li> </ul> </li> <li>• <b>Announce</b> “1 minute before start time”</li> </ul>	<b>15 MIN</b>
<b>INTRODUCTION</b>	<b>15 min</b>
<ul style="list-style-type: none"> <li>• <b>Show</b> slide “A Change I’m Facing at Work” including:           <ul style="list-style-type: none"> <li>○ Two criteria for what is considered “Change”</li> </ul> </li> <li>• <b>Welcome</b> participants</li> <li>• <b>Introduce</b> yourself</li> <li>• <b>Provide</b> participants with purpose of the program and a overview of what will be covered           <ul style="list-style-type: none"> <li>○ <b>Refer</b> participants to pre-printed material: “Important Concepts”</li> </ul> </li> <li>• <b>Explain</b> chat features and utilize chat for participant introductions: name, job site, and provide <b>one example of an organizational change they are facing at work.</b> <ul style="list-style-type: none"> <li>○ <b>Have</b> participants refer to Pre-Program Worksheet “A Change I’m Facing at Work” <b>if provided</b> for choosing example</li> </ul> </li> <li>• <b>Refer to</b> White Board; annotate “Organizational Changes.” Under this title <b>Annotate</b> participants responses (change example)           <ul style="list-style-type: none"> <li>○ <b>Help</b> participants whose example is not the best choice for this program identify an appropriate one</li> </ul> </li> <li>• <b>Have</b> a brief discussion of examples provided and the learning outcomes for this program</li> </ul>	<b>10 min</b>
Purpose/Process/Payoff	<b>5 min</b>
<ul style="list-style-type: none"> <li>• <b>Show</b> slide: “Purpose”</li> <li>• <b>Read</b> aloud</li> <li>• <b>Invite</b> 2 or 3 participants to <b>annotate</b> on White Board “<b>payoff</b>” they’ve written</li> <li>• <b>Review</b> ground rules with participants           <ul style="list-style-type: none"> <li>○ <b>Obtain</b> from participants: <b>Key</b> ground rule agreement → <i>Confidentiality of shared information</i></li> </ul> </li> <li>• <b>Ask</b> participants if they want to add other ground rules</li> </ul>	

## LEARNING ABOUT CHANGE

30 min

Video: Learning About Change

10 min

- **Introduce** activity
- **Refer** participants to pre-printed material Practice 1: Learning About Change
- **Show** video
- **Explain polling** feature to participants to answer the questions in the Debrief Activity
- **Ask** questions and review answers

Team Activity: Awareness of Business Realities

20 min

- **Introduce** and explain activity
- **Refer** participants to pre-printed material: "Business Realities Radar Screen"
- **Have** participants choose three business realities from questions presented by this section
- **Have** participants as a group and using the **polling** feature choose the top three business realities. **Instruct** the group to *reflect* on the answers of their choices.
- **Break** participants in **three teams** and have each team answer: "How does this business reality drive changes at [participants' organization]?"
- **Have** teams go to **virtual breakout rooms** and develop the assigned question - select a spokesperson
- **Show** slide: Team Activity: Business Realities
- **Reconvene** teams; using **voice feature** have the team spokesperson deliver the answer.
- **Important Concept** reiteration

## GET INVOLVED

30 min

Video: Getting Involved

10 min

- **Introduce** activity
- **Have** participants refer to pre-printed material: Video: "Getting Involved"
- **Show** video
- **Ask** key activity questions; have participants **activate the "raise hand" prompt** if they want to answer; use **voice feature** to deliver the answer.
- **Refer** participants to pre-printed material: "Tips for Getting Involved in Change"
- **Have** participants "reflect" on the tips they can use to get involved in a change

Team Activity: Benefits and Drawbacks of the Reactions to Change

20 min

- **Introduce** activity
- **Refer** participants to pre-printed material: "Five Reactions to Change"
- **Have** participants read "Five Reactions to Change"
- **Ask** key activity questions (two); have participants **activate the "raise hand" prompt** if they want to answer; use **voice feature** to deliver the answer.
- **Show** slide: "Reactions to Change: Benefits and Drawbacks."
- **Break** participants in five teams and assign **one** change reaction to each team
- **Have** teams follow the task provided in the slide and go to **virtual breakout rooms** and develop the assigned task (create a slide with answers)
- **Reconvene** teams; **have** each spokesperson, using **voice and desktop sharing** features display and discuss their responses
- **Important Concept** reiteration

<b>STAND YOUR GROUND</b>	<b>15 min</b>
<p>Video: Standing your Ground</p> <ul style="list-style-type: none"> <li>• <b>Introduce</b> activity</li> <li>• <b>Have</b> participants refer to pre-printed material: Video: "Standing Your Ground."</li> <li>• <b>Show</b> video; instruct participants to reflect on how the main character uses the four guidelines to stand her ground.</li> </ul>	5 min
<p>Guidelines for Standing your Ground</p> <ul style="list-style-type: none"> <li>• <b>Show</b> slide: Guidelines: Stand your Ground"</li> <li>• <b>Have</b> participants refer to pre-printed material "Practice 3: Stand Your Ground"</li> <li>• <b>Allow</b> one minute to read</li> <li>• <b>Ask and</b> discuss the <b>four points</b> presented in the slide; have participants <b>activate the "raise hand" prompt</b> and use <b>voice feature</b>.</li> <li>• <b>Have</b> participants use the previewed video to provide examples</li> </ul>	7 min
<p>Program Close</p> <ul style="list-style-type: none"> <li>• <b>Introduce</b> activity</li> <li>• <b>Show</b> slide: "Three Practices for Activating Change"</li> <li>• <b>Have</b> participants refer to pre-printed material "Insight and Action"</li> <li>• <b>Ask</b> participants to reflect and write in the pre-printed material some of the insights they have gained about these practices</li> <li>• <b>Ask</b> key questions for closing exercise; have participants <b>activate the "raise hand" prompt</b> and use <b>voice feature</b>.</li> <li>• Thank participants and <b>close</b> session.</li> </ul>	3 min
<b>Total</b>	<b>90 min</b>