Sponsor checklist

Refer back to this checklist at least twice a week during the transition period to assess how effectively you’re leading the change – and what needs your attention.

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| Communication |  |[ ]  1. Am I communicating regularly with employees to help them understand the changes?
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|  |  |[ ]  1. Am I getting feedback about how well employees understand the changes and their roles in the change?
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|  |  |[ ]  1. Am I helping to keep employees updated on the transition plan as the changes unfold?
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| Managing personal change |  |[ ]  1. Do I understand my personal style related to the change?
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|  |  |[ ]  1. Am I adjusting my behavior to lead effectively?
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|  |  |[ ]  1. Have I evaluated my impact by seeking feedback from others?
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| Supporting others |  |[ ]  1. Am I participating in meetings/feedback sessions to assess how employees are reacting to the change?
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|  |  |[ ]  1. Have I followed up 1:1 with people who appear resistant or concerned about the change?
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| Reinforcing change |  |[ ]  1. Do I understand the critical behaviors needed to achieve key priorities?
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|  |  |[ ]  1. Am I actively engaged in providing coaching to help others achieve success?
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|  |  |[ ]  1. Am I tracking the frequency of positive and constructive feedback I give, recognizing accomplishments and/or celebrating successes?
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| Engaging others |  |[ ]  1. Am I helping to identify key performers and talking to them to find out how they are doing?
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|  |  |[ ]  1. Have I supported the implementation of leadership actions to retain key performer?
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| Feedback |  |[ ]  1. Am I asking employees for transparency and airing of issues?
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|  |  |[ ]  1. Have I worked to resolve issues in a timely way and communicate to all who need to know?
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