

1. Number and frequency of changes

a. Your Action

- i. Explain the why behind organizational changes to staff.
- ii. Seek input and feedback from staff. Communicate feedback to admin and adapt based on input.

b. Your Staff's Action

- i. Ask specific questions about concerns.
- ii. Provide feedback regarding what's working and what's not working. Offer possible solutions to issues.

c. Your Supervisor's/LA's Action

- i. Provide managers with enough information and time to explain changes to staff.
- ii. Provide managers and staff with talking points and training opportunities to ensure that all employees feel supported and empowered to enact changes.

2. Promoting trust by not always demonstrating

a. Your Action

- i. Seek out staff input when implementing new processes at the local level.

b. Your Staff's Action

- i. Offer ideas, opinions, and feedback regarding current or proposed organizational changes and processes.

c. Your Supervisor's/LA's Action

- i. Seek out staff input from ideation to implementation phases of project development.

3. Division between exempt and non-exempt staff

a. Your Action

- i. Seek to grow staff professionally by identifying training and coaching opportunities.

b. Your Staff's Action

- i. Develop and share professional work goals with supervisors.

c. Your Supervisor's/LA's Action

- i. Provide professional development opportunities to staff at all levels.