

Conversation Plan – Talking About Change

This conversation plan is for a proposed change which will have some significant impact on the person’s job up to or including disestablishing that job. It is the first of perhaps two or three conversations before you finalise your decision and proceed with the change.

1. “Hi, the purpose of this initial meeting is to begin a discussion about a proposed change that may impact your job. No final decision has been made or will be made until you have had a chance to comment / give feedback on the proposals. You don’t have to respond now. I’m willing to answer any questions you have now or once you’ve thought about these proposals and you have the right to take advice before responding.”
2. Let me now explain; why we think change is necessary; detail of what is proposed; and how you might be affected if the proposal proceeds …. [E.g. any significant change in responsibilities, job content, work methods, work volume, key relationships, technology, status, authority, location, pay, hours etc.]

*Why change:*

*What is proposed?*

*How it might impact you:*

1. Are you clear about the why, what and how?
2. Remember these are proposals only at this stage and no final decisions will be made until we have had your feedback. I propose you give us your feedback by:
3. “Is there any further information you need before responding?”
4. “Remember, you can come back and ask for further information if you require it and you have the right to take advice before you respond”.
5. Let’s meet next on:

Thank you.