

# The Stages of Change

As you think about some of the changes you will need to make to adopt new roles and responsibilities of managing workforce performance remember that most people move through a series of five stages as they change behaviors. Effort and commitment are needed in all stages. You will move through each stage as you become familiar with new procedures and expectations. There will be times when you will want to revert to an earlier stage or simply do nothing. Then the time will come when you are ready to advance forward. This is expected and part of the process of adopting new behaviors. You will progress when you are ready and as your responsibilities require it.

## Stage 1 - Not Ready for Change

Here you're not even thinking about changing your performance management routine. This is a good time to consider the pros and cons of a behavior change.

## Stage 2 - Thinking About Change

You're thinking about change. Imagine yourself adopting the new behavior. Assess the benefits of engaging in a new performance management process and determine your barriers to success.

## Stage 3 - Preparing for Action

You're now focused on your future goals and it's time to take action. Begin developing a plan of action to meet your goals.

## Stage 4 - Taking Action

You've made important decisions and are working to make changes in your way of managing performance. A large part of your plan is in action and you are making your new role a priority.

## Stage 5 - Maintaining a Good Thing

Your new way of managing workforce performance has become a part of who you are. You have kept the commitment to include new responsibilities roles in your daily routine and management style. You may even champion the changes and be a source of encouragement to others. The benefits of the change are important to you.

