



CHANGE IS GOOD

A STEP-BY-STEP CHANGE MANAGEMENT GUIDE FOR A SUCCESSFUL TRANSITION

The only Workplace Change Toolkit on the market that includes complete timelines, templates for all the communications tools like sample messages and surveys along with PowerPoint presentations, plus four hours of conference call training for your change team!

The Workplace Change Toolkit offers a guide for helping employees and delivery teams navigate through a new distributed work program. Based on years of experience working with integrated delivery teams tasked with rolling out alternative work programs, this toolkit is more than a change management program—it's an integrated program management guide that gives not only tested advice, but also warnings about the pitfalls and missteps that can occur.

The Touch Points team has been on the ground helping more than 60 business units and nearly 10,000 employees across North America successfully transition into a new way of working. Let this toolkit be your nuts-and-bolts guide to a successful program!

TOUCH | **POINTS**
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WHAT'S INSIDE THE WORKPLACE CHANGE TOOLKIT?

- Proven step-by-step process
- Easy-to-follow program design guide
- Detailed timelines for a typical 12-18 month change project
- Tips, tricks and warnings
- Complete set of more than 40 customizable tools ready for you to use
- Four hours of conference call training for your team

WHO SHOULD USE THE WORKPLACE CHANGE TOOLKIT?

- **Corporate real estate leaders** who have to consolidate their foot print by creating a flexible work environment
- **Human resource teams** that are implementing flexible or distributed working policies
- **IT leaders** who need to support alternative ways of working
- **Project managers** tasked with delivering an alternative workplace project
- **Integrated delivery teams** who need to move quickly and efficiently delivering a new workplace
- **Communication and change management leaders** who are tasked with making employees successful during the workplace change