



Great-West Life
Centre for
Mental Health
in the Workplace

Change Management: Helping an Employee with a Mental Health Issue Manage Change

Action Required:	Date Completed:	Completed By:
1. Be open, honest, positive, clear and accessible both in communication the change and after the changes have been made.		
2. Celebrate and/or recognize the good work that was completed under the old system.		
3. Explain clearly why the change is being made and how work will be organized under the new structure.		
4. Explain clearly what the employee's new or modified work responsibilities will be.		
5. Discuss openly the challenges and concerns that employees may experience as a result of the change and jointly look for solutions to address them.		
6. Listen carefully to the employees concerns about the change; and provide detailed responses to reassure the employee that you have heard their concerns.		
7. Ask the employee with mental health issues what you or the organization can do to help him or her make the change process easier for them.		
8. Focus on helping that employee understand the change and work with them to overcome any obstacles.		
9. Reinforce what the employee does well and has done well in the job as he or she knew it.		
10. Once you have addressed the employees concerns, adjust or set new performance goals.		