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# Session Handout

## Navigating Transitions: Supporting Leadership and Yourself Through Change

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Name: \_\_\_\_\_ Role: \_\_\_\_\_

### SESSION OVERVIEW

#### Today we'll explore:

- Changes vs. Transitions: what's the difference?
- Supporting new colleagues and supervisors
- Why people resist change (and what helps)
- Self-care habits that sustain you through it all
- Stages of team development through change
- Continuous learning and staying ahead

### REFLECTION ACTIVITY

#### Change vs. Transition: Your Experience

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*Think of a significant change you've lived through at work; not the memo that announced it, but what it actually felt like.*

##### 1. Describe the Change (the external event):

*What happened? When? How was it announced?*

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##### 2. Describe the Transition (the internal journey):

*What did it feel like? What were you letting go of?*

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### 3. What mindset shift did you make or wish you had made?

FROM (reactive)	TO (proactive)

My one commitment from today's session:

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## NOTES

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## SELF-CARE REMINDERS

*Five habits we'll discuss for sustaining yourself through change:*

1	Prioritize Wellness	2	Connect with Others
3	Practice Mindfulness	4	Set Boundaries
5	Celebrate Small Wins		

## RESOURCES & FURTHER READING

### Recommended Reading/Resources

Title	Author	Why It Helps
<b>Leading Change</b>	<i>John P. Kotter</i>	The classic framework for managing organizational change.
<b>The First 90 Days</b>	<i>Michael D. Watkins</i>	Essential reading for anyone stepping into a new role.
<b>Who Moved My Cheese?</b>	<i>Spencer Johnson</i>	A quick, memorable parable about adapting to change.
<b>Transitions</b>	<i>Bridges &amp; Bridges</i>	The core model from today's session, explored in depth.
<b>Switch</b>	<i>Chip &amp; Dan Heath</i>	How to create change when change is hard.
<b>Dare to Lead</b>	<i>Brené Brown</i>	Courageous leadership through uncertainty.
<b>Tuckman's Stages of Team Development</b>	<i>Dr. Bruce Tuckman</i>	Stages teams go through during change.

### Professional Development & Staying Current

<b>SAIS</b> School and Independent Sector Associations	<b>NAIS</b> National Association of Independent Schools	<b>IAAP</b> International Association of Administrative Professionals	<b>LinkedIn Learning</b> Online courses for professional skill-building
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*"It is not the strongest of the species that survives, nor the most intelligent, it is the one most adaptable to change."*

— Charles Darwin