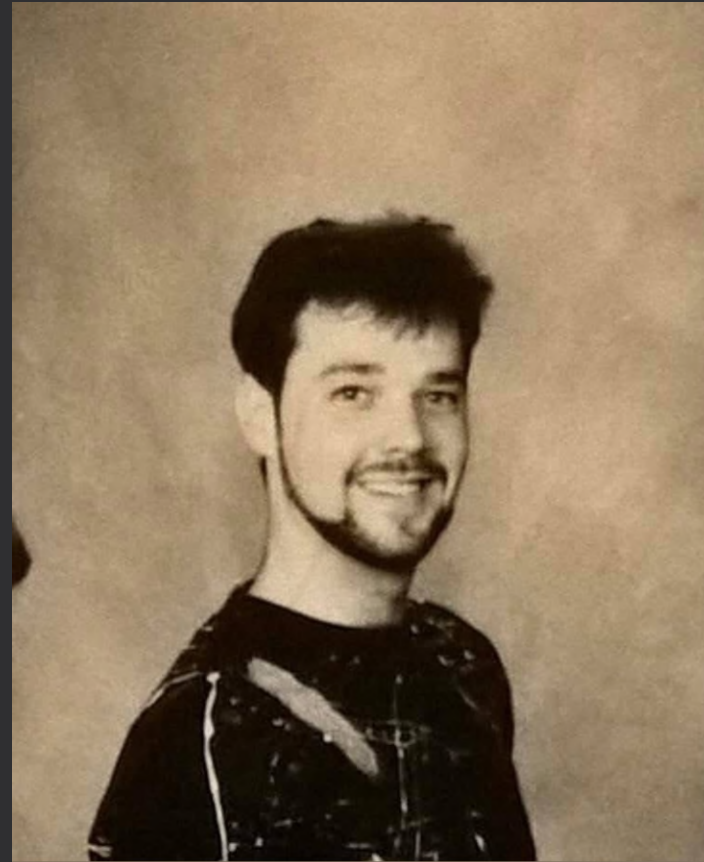


Who likes changes?

No one!

But sometimes...



Change is *good!*

**So how do we make change
without ticking people off?**

Define the Problem

...the **REAL** one

Start a Plan

Acronyms

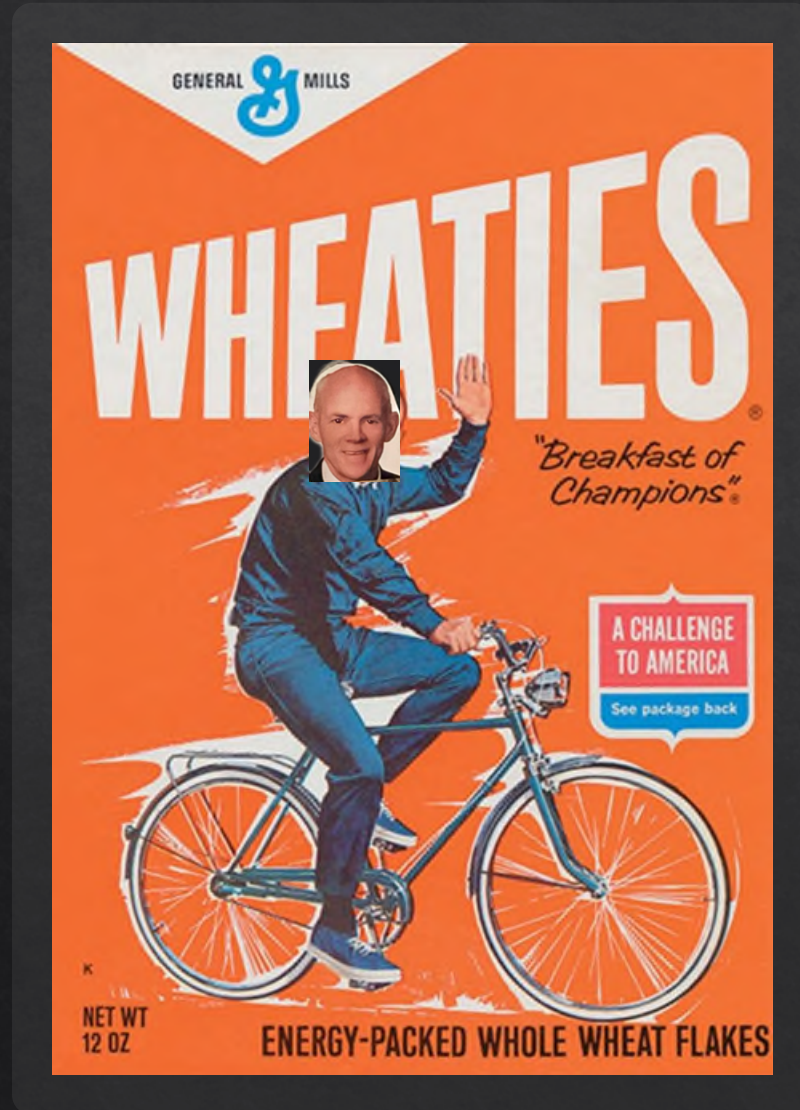
SAT WORDS

Skip the Jargon

Slang

Define the Who and Why

Get a Champion!



Get a Partner in **Crime**



This page houses the Office Manager Toolbox: a collection of resources in a centralized location to support DOMs.



^ What Type of Information do you need?

Staffing and Recruiting

Office Management and Leadership

Budget Development

Office Communications

This page houses the Office Manager Toolbox: a collection of resources in a centralized location to support DOMs.

^ What Type of Information do you need?




Staffing and Recruitment



Office Management and Leadership




Budget Development



Office Communications

Useful Links and Tools




Office Financial Dashboards



GZA Policies and Guidance Documents



Companywide DOM Call MS Team



GZA Office Listing



General Hiring Process

Recruiting Brochure

Recruiting and Hiring SOP

GZA Careers Page

Work Visa Info (DOMs)

Strategic Hiring Process



Interviewing Skills for Managers

Staffing & Recruiting

New Employee Onboarding

New Hire Checklist

Onboarding New Hires

Safety Ready Bag Request Form

Retirement Checklist

New Employee LMS Onboarding

Example Integration Plan

Retirement

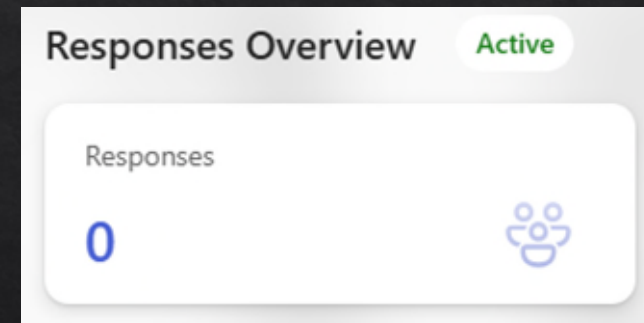
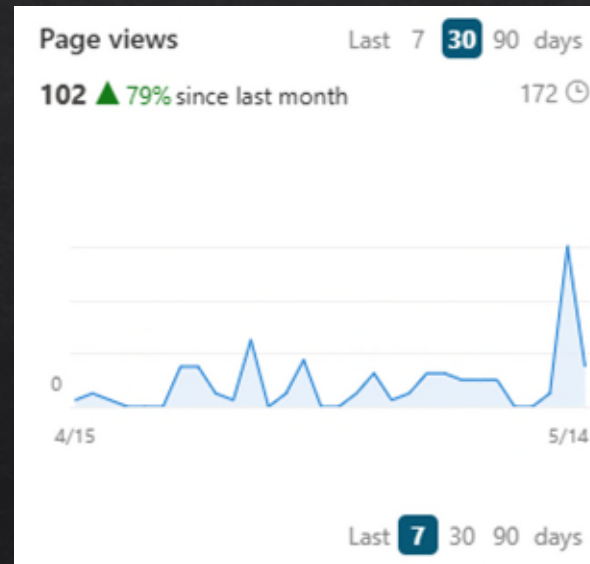
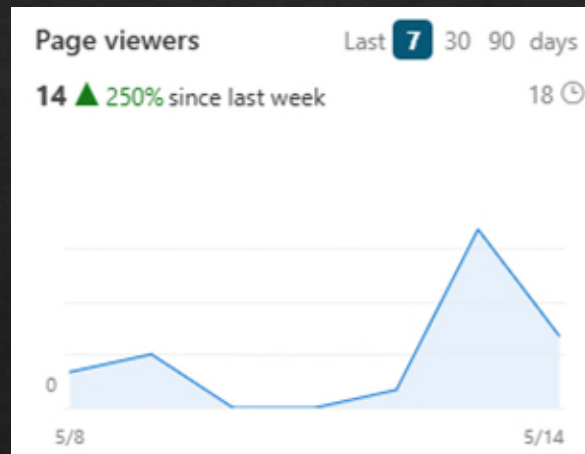
Retirement Checklist

Retirement Flowchart

Review and Revise

...choose carefully

Develop your *Metrics!*



Anticipate at least
20% More Time
than expected

Plan – Communicate – Plan
– Communicate – Plan

Phases

Learning Styles

1 Manual
Data
Collection



2 Digital
Data
Collection



3 Data
Management



4 Data
Analysis



5 Data
Visualization



www.effective-data-storytelling.com

Make it *Relatable!*

Make changes *with*
people *not to* people!



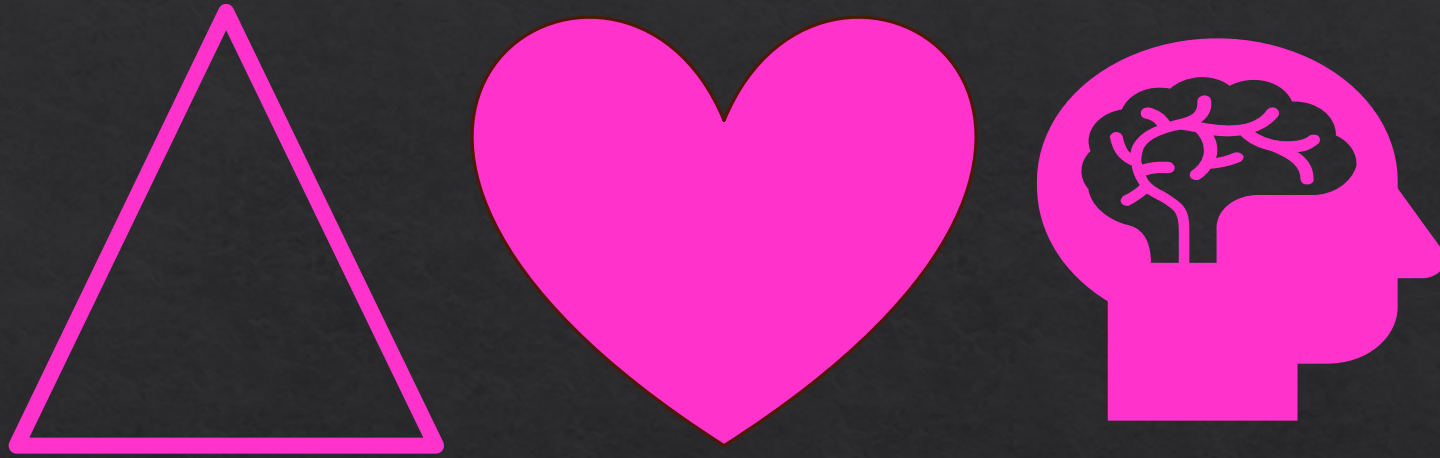
But

Why????

Know your *Metrics!*

Let them be
Self Sufficient

Take the Loss



$$B = f(P, E)$$

...culture