

Managing Transitions

In a Difficult Time

Discussion Guide

Thank you for participating in Just Communities' Managing Transitions in a Difficult Time webinar. This Discussion Guide will help you during the breakout group portions of the webinar. Each section corresponds to a specific breakout discussion. This guide can also be used after the webinar to facilitate discussions with the people in your personal and work life. If you have any questions, please contact Just Communities at info@just-communities.org or 805.966.2063.

Thank you,

Just Communities

Break-Out Group 1 – Identifying the Changes in My Life (10 min)

- What has changed, what is changing, and what most likely will change as a result of COVID-19?
 - In my personal life?
 - In my work life?

Break-Out Group 2 – Identifying the Changes in My Life (10 min)

For You:

- What is ending in your personal and work lives right now?
What are you losing?
- What else might you stand to lose or be afraid of losing as this continues?
- What is not ending in your life right now? What is not being lost?

For your Organization:

How can you, as a formal or informal leader in your organization:

- Help people clarify what is and what is not ending (what is and is not being lost)?
- Soften the changes' impact on people and protect their interests?
- Help stakeholders replace, redefine, or reinvent a loss?
- Be sensitive to the small issues people may be dealing with? Ensure people feel their losses are seen, acknowledged?
- Use ceremony, ritual, or symbolic events to help people grieve and gain closure?

Breakout Groups 3 – Navigating the Neutral Zone (10 min)

- What are people in my life/organization confused about?
- How can I/we provide clarity to reduce confusion?
 - Can we increase and/or improve communication to ensure people are getting all the information they need?
- What can I/we give people to hold onto during this time of confusion, anxiety, chaos?
 - Are there temporary solutions and/or structures we can put in place?
 - How can I/we restore C.U.S.P.? (Control, Understanding, Support, Purpose)
- How could I/we help people open up possibilities for creativity, innovation, and renewal?

Breakout Groups 4 – Successful New Beginnings (10 min)

- How will we recognize the New Beginning when we've made it there?
- What are some ways we could achieve a few quick successes, and use them to build confidence in further steps?
 - What are some changes that are:
"Big enough to matter but small enough to work"
- How do we need to be different now, both internally and behaviorally?
- How can we articulate our new identity and communicate it to others?
- How can we symbolize and celebrate the early successes?

Breakout Groups 5 – The Marathon Effect (10 min)

The Marathon Effect: Because everyone moves through transition at different speeds, our emotional experience of the "race" does not match up with others. This can lead to scapegoating, blaming, and misunderstanding.

- *Can you think of a time you experienced this?*
- *Where are you in the marathon? Where are the people in your life?*
- *How can you support people through the marathon?*

Breakout Groups 6 – Next Steps (10 min)

- What are 2 to 3 next steps I can take in my personal and/or professional world to apply the Transitions Framework?
 - Remember to keep them "big enough to matter, but small enough to work."
- What kind of support do I need in order to be successful?
- What signs can I look for to know I've been successful?