STAIRS

Stakeholders together adapting ideas to readjust local systems to promote inclusive education

CHANGE MANAGEMENT TOOLKIT

Tool No. 7.

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Tool #7. Behaviour Change Plan

Target group (who can use it)

Change leaders and managers

Short description

To Plan Change Behaviour, leaders and managers of change should get the answers to the questions listed below and go through the „Detailed description of the tool and required material, attachments", follow the steps indicated, using the template provided (Behaviour Change Plan Template).

Detailed description of the tool and required material, attachments

To achieve successful implementation, changes in individual behaviours are required. Behavioural changes cannot be left to chance; they must be proactively planned for. A behavioural change plan defines what success looks like, so it can be measured after the change is implemented. The most successful behavioural change plans look at the:

• Behaviours that need to change
• Systems, processes, and procedures that need to be in place to ensure success
• Other preparation activities required (e.g., training)
• Consequences necessary to sustain behavioural change

Using the questions below, a behavioural change plan is created by the team, for the team, to ensure sustained behavioural change:
1. What behaviours need to change?
2. What does success look like? How will you measure it?
3. What knowledge, skills, and abilities are needed to ensure new behaviours?
4. What systems and tools are needed to support the behaviour change?
5. What new policies, procedures, and/or processes are needed to support the behaviour change?
6. What training is needed to support the behaviour change?
7. What organisational assistance is available to emotionally support the professionals?
8. What reinforcements/consequences need to be in place to sustain behaviour change?
The image below illustrates the procedures of this tool. The leader creates an initial draft of the plan which is distributed to the team to obtain feedback. The team's feedback is then incorporate into a revised plan to achieve buy-in prior to implementation.

Draft Plan ⟩ Obtain Feedback ⟩ Revise Plan ⟩ Implement Plan

Users' guide, equipment

Equipment	Quantity
Computer	1
Behaviour Change Plan Template	2 (draft and revised plan)
Paper	As much as needed

Level of difficulty (easy, medium, advanced)

Medium

Tags

Changing behaviour

Behaviour Change Plan Template

Behaviours that need to change	Systems, processes, and procedures to be in place	Other preparation activities required (e.g. training)	Milestones (consequences needed to sustain behavioural change)
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