

WHAT IS Change Management?

Change Management is the process of planning, implementing, and monitoring changes within an organization. As change is a constant in any organization, managing it effectively is essential to achieving success and minimizing disruptions. Change Management involves identifying the need for change, assessing the impact of the change, and planning and implementing the change in a way that minimizes resistance and maximizes adoption. By managing changes in a structured and strategic way, Change Management can have a significant positive impact on the HR department.



**HELP!
MY COMPANY
IS GROWING
TOO FAST!!**



Jocelyn, the HR manager of a gaming company, is facing a sudden increase in the volume of job applications that overwhelms her team.

Recognizing the need to adopt a strategy before things go out of control, Jocelyn researches how technology can help and discovers that an ATS could streamline the hiring process.



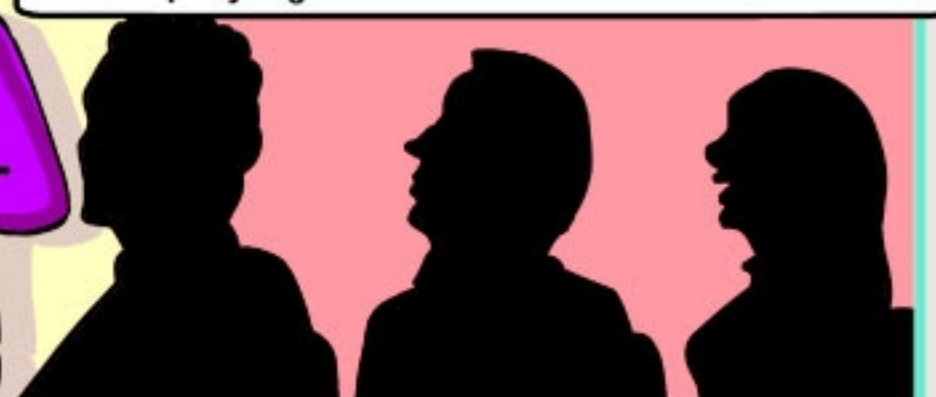
AN A.T.S. (APPLICANT TRACKING SYSTEM) IS A SOFTWARE APPLICATION THAT IS USED TO MANAGE THE RECRUITMENT PROCESSES.

An ATS can take care of many HR responsibilities, including job posting, applicant tracking, candidate screening, interview scheduling, and analytics.

She builds a business case comparing the cost of acquiring and implementing an ATS with the many advantages of reducing HR workload to a fast-growing company.

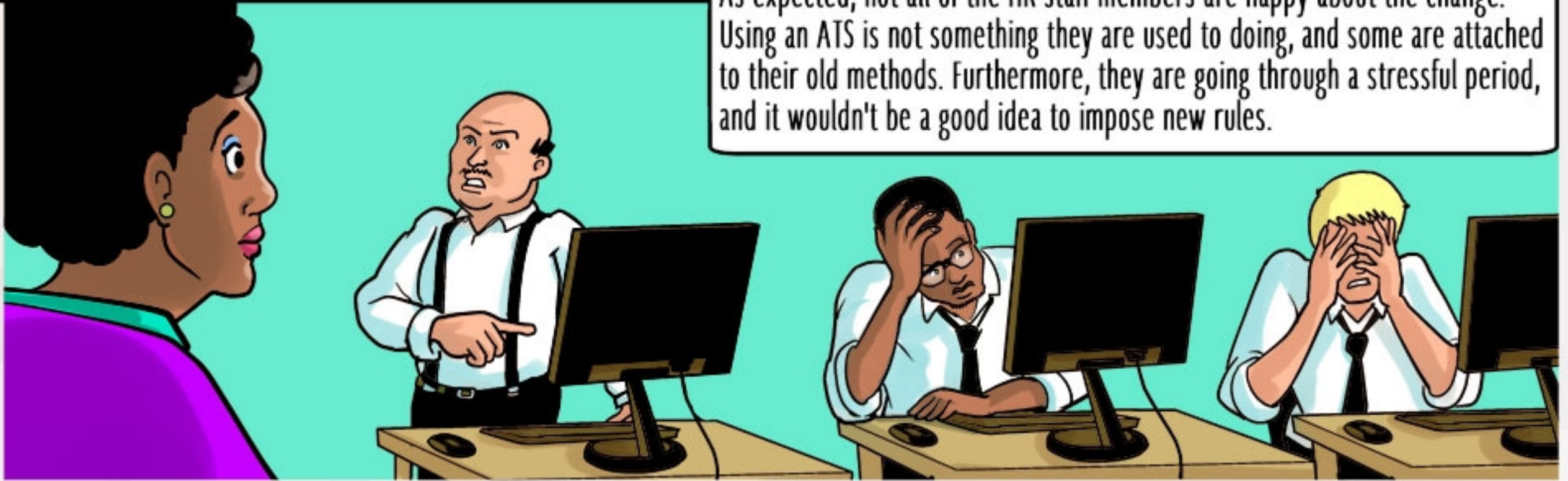


It's not hard to convince the stakeholders to approve the investment: the cost of implementing an ATS is a fair price to avoid the risk of being unable to manage the company's growth.



However, Jocelyn knows her mission isn't accomplished yet: she has to ensure her team accepts the change in their work methods.

As expected, not all of the HR staff members are happy about the change. Using an ATS is not something they are used to doing, and some are attached to their old methods. Furthermore, they are going through a stressful period, and it wouldn't be a good idea to impose new rules.



Jocelyn prepares a training program that provides a proper introduction to using an ATS and highlights its many advantages. She also provides personal support to those who find the software hard to use and schedules regular meetings to monitor the implementation and gather feedback.

The team feels involved in the change, and the initial resistance turns into enthusiasm as they realize that the ATS reduces their recruitment tasks by up to 75%.



The successful implementation of the new technology allows for a smooth transition from a small to a big company, and Jocelyn is recognized as the brilliant leader of the change.



ALL OF THE SUDDEN...

THEY ARE ALL WORKING FROM HOME!

Meet Bob, an HR professional at a company that suddenly had to shift to remote work due to COVID-19. Bob faced the challenge of shifting the company's payroll system to an hourly-based one.



Relying on employees to self-report their work hours was not a viable option as it could result in inaccurate data and difficulties monitoring work efficiency. Thus, the HR department needed a solution that could enable them to gather this information accurately, calculate the corresponding payments and generate payroll reports in real-time.

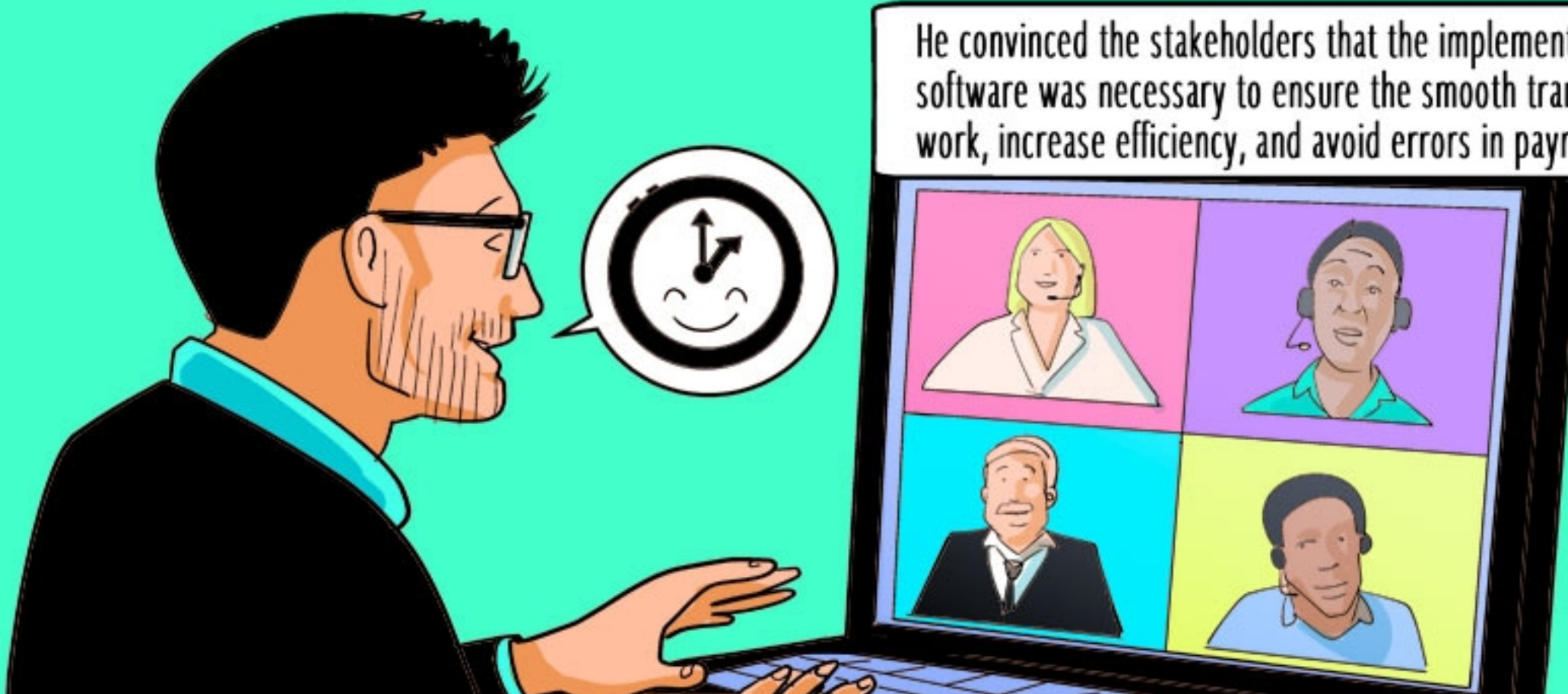
Bob realized that technology could be the solution.

He did some research and found a cloud-based time tracking software that could be easily accessed by employees from anywhere, eliminating the need for manual data entry and paper-based timesheets.



Bob built a business case, presenting the benefits of the software that could accurately track employee work hours, calculate overtime pay, and generate payroll reports, all in real-time.

He convinced the stakeholders that the implementation of this software was necessary to ensure the smooth transition to remote work, increase efficiency, and avoid errors in payroll management.



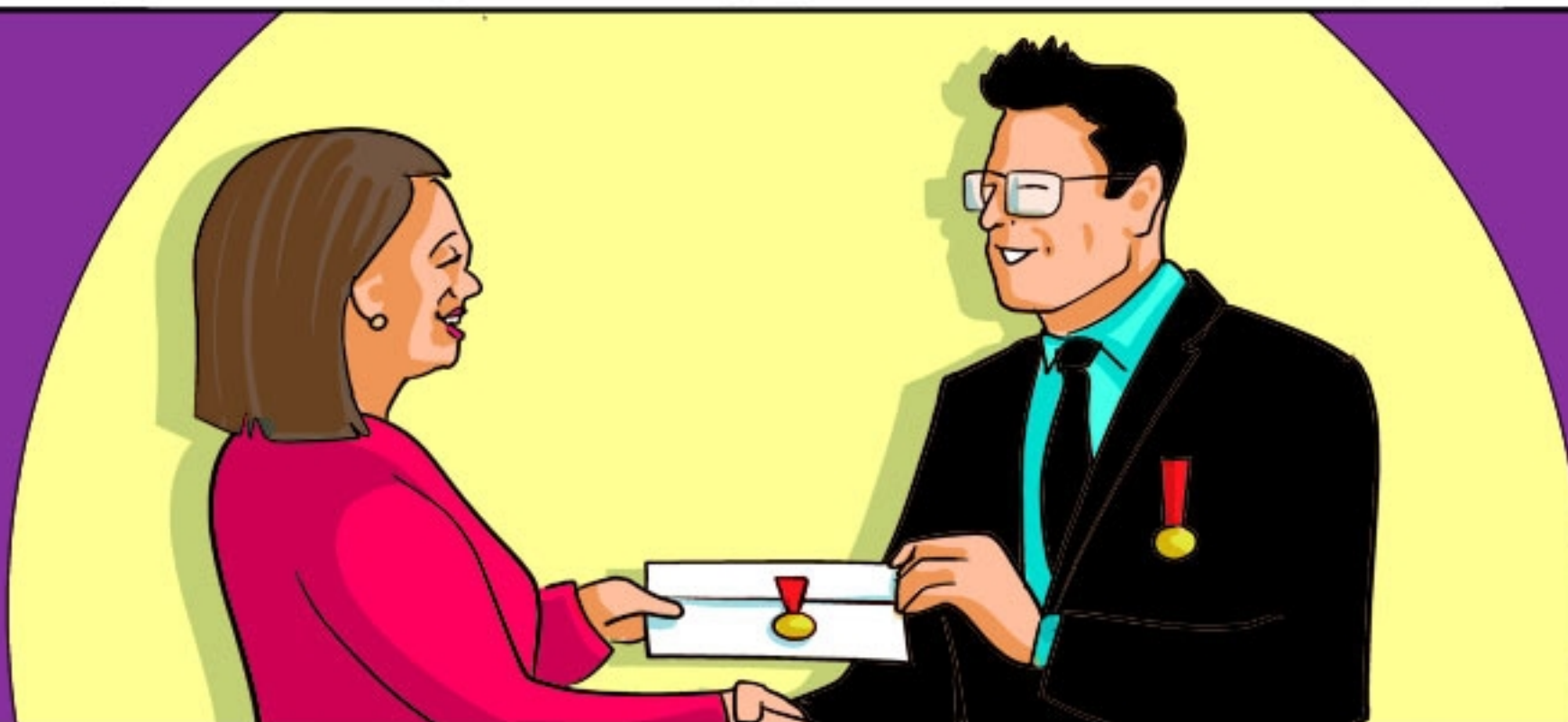
After receiving the approval, Bob led the implementation process, ensuring that employees were trained and equipped with the knowledge to use the software. He monitored the implementation regularly, gathering feedback, and making necessary adjustments to ensure the software was meeting the company's needs.



The software was a simple clock app, easy to use, and the employees were delighted with the self-service features that enabled them to check their work hours and corresponding payments anytime. They didn't have to spend time sending manual reports about the work done, and their payments were automatic and guaranteed.



The successful implementation of the new software allowed for a smooth transition to remote work and increased efficiency in payroll management. Bob was recognized as the change agent and a valuable asset to the company's success.



WANNA LEARN MORE 'BOUT HR TECH?

*Join the Workplace
Tech Community*



[WORKPLACETECHCOMMUNITY.SHRM.ORG](https://workplacetechcommunity.shrm.org)