

# CHANGE MANAGEMENT

Change Management supports your team throughout the transition to Workday by preparing them with the tools and information they need to effectively adopt the platform. It focuses on end-user education to ensure your team understands how to best operate your new Workday solution, because deployment does not guarantee sustained change unless it is coupled with users who are prepared with the knowledge and skills necessary to complete tasks in the new system.

## ACCELERATE ADOPTION OF YOUR WORKDAY SYSTEM WITH CHANGE MANAGEMENT

TopBloc's Change Management methodology provides a well-rounded approach tailored to your organization's culture. Through training and consistent communication, TopBloc guides the end users on your team towards a greater understanding of Workday, equipping them with both the knowledge of why certain processes are in place and how to complete the day-to-day tasks required of them to keep the platform operating at its best.

We focus on the individual journey. Our people-first approach ensures that we are communicating to the right people, at the right time, and surfacing resistance. Through a series of readiness assessments we include end users along on the change journey to engage them throughout the process. This allows for us to better understand user sentiment surrounding the various activities being implemented and to expose any potential learning gaps or adoption resistance.



Once Workday is deployed, we remain involved to assist in sustaining the change that has been implemented. TopBloc continues to be a resource for your team by providing continuous review of your organization's processes and new training materials, and sharing updates related to Workday's bi-annual new releases.



### 6x MORE LIKELY TO PRODUCE SUSTAINED RESULTS

If your goal is to produce transformational results with Workday, consider choosing Change Management program – it's proven to increase the likelihood of meeting project objectives by up to 6x.

The goal of Change Management is to help ready your team for the company's new Workday solution to support your people and produce sustained results. Through guided and tailored planning, Change Management allows your team to achieve higher end user adoption and satisfaction by addressing user preparedness and resistance to change throughout the deployment process. By planning for and addressing these challenges upfront, you will avoid unnecessary re-work later – saving you time and money.

## 4 PILLARS OF SUCCESS IN CHANGE MANAGEMENT

The goal of Change Management is to prepare for your new Workday solution, to support your people, and to produce sustained results. Throughout the Change Management process, TopBloc's team will work with you to ensure that each of your end users is empowered with the confidence to operate your business within your Workday setup. We do so by relying upon 4 pillars, which each work together to reach the ultimate goal of user adoption.



### COMMUNICATION

Providing timely and consistent communications will not only keep your organization coordinated, but will also make employees feel included in the change. This helps to establish expectations, increases awareness of key actions that must be taken to complete the project, and provides a two-way feedback loop between project and users.



### STAKEHOLDER ENGAGEMENT

Engaging stakeholders early and often is a key to success of any project. Sponsorship establishes a visible network of champions and advocates of the change that promote project visibility and community buy-in.



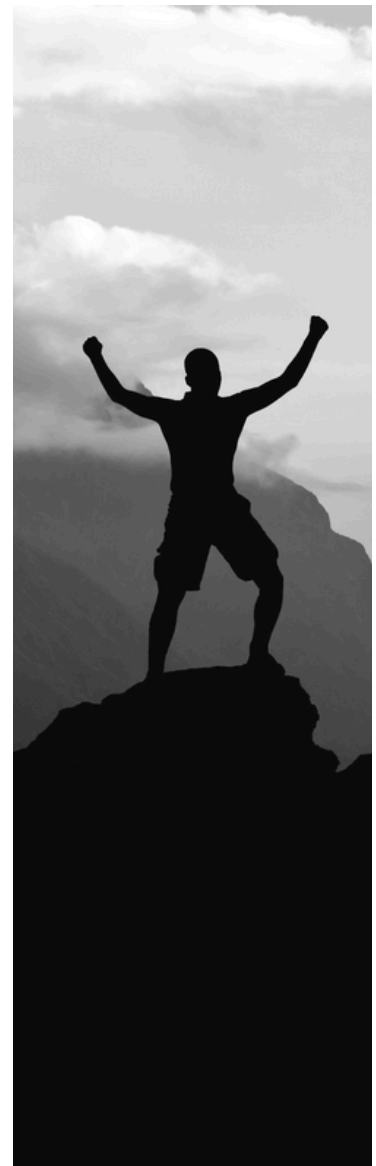
### READINESS

Readiness activities take place throughout the deployment to provide early education and gauge user sentiment of the upcoming change. Prepares users for the change by ensuring employees are feeling comfortable with the direction of the organization and feel the change will impact them in a positive way.



### TRAINING

Ongoing training focuses on equipping end users with the necessary skills and knowledge is critical to sustain your Workday solution. Training empowers your employees and makes them feel comfortable performing their day-to-day tasks in the new environment.



## TOPBLOC'S CHANGE MANAGEMENT OFFERINGS

TopBloc has 2 offerings that we can provide to accelerate adoption of the Workday system. Each can be customized to suit your needs.

Our standard offering provides clients with foundational tools to successfully deploy Workday. We will work with your sponsors to develop a plan and conduct a stakeholder analysis to understand the needs of each group that will be impacted by the migration to Workday. As the initial build of the system occurs, the Change Management team will also conduct an impact analysis to better understand the key

differences between the company's current processes and the new solution. This will be used to access the breath of change and, ultimately, to develop enhanced user training to prepare for adoption of the new system. TopBloc will then coordinate training activities to ensure the end user community is prepared for Workday and feels confident in using the new system and understanding the new processes.

Our comprehensive offering provides a more robust analysis of your organization and includes more touch-points throughout the process.