



Lead In the

FAST LANE

HOW NEXTGEN CAN SHAPE THE FUTURE

The Speed of Change & Your Role in It

Change is happening faster than ever. The modern business world is evolving at an unprecedented pace, driven by rapid technological advancements, shifting market demands, and evolving workplace dynamics. **Organizations must continuously adapt to stay competitive, and this creates an incredible opportunity for the next generation of workers to step up as change-makers.**

As a NextGen professional, you are uniquely positioned to lead change because you possess the most in-demand skills of today's workplace:

- Digital Fluency – Understanding and leveraging technology to drive innovation.
- Adaptability – Thriving in uncertainty and adjusting to new challenges quickly.
- Purpose-Driven Leadership – Prioritizing meaningful work and aligning actions with company values.
- Collaboration – Working effectively across teams and disciplines to achieve goals.

To successfully create meaningful change, you need more than just great ideas—you need a strategy. This workbook is designed to guide you through the essential steps of making an impact in your organization:

1. Building Credibility – Establishing trust and influence within your organization.
2. Understanding Your Organization – Learning how decisions are made and how change happens.
3. Identifying Opportunities – Recognizing areas where improvements can be made.
4. Selling Change Plans – Communicating your ideas effectively to gain support.
5. Asking for Feedback – Refining your approach based on insights from others.
6. Being Resilient – Navigating setbacks and staying committed to your vision.

Activity #1: Mad-Lib & Mingle

Instructions:

Fill in the blanks to create your personalized introduction. This activity will help you reflect on how you build credibility in your role. Once completed, share your statement with a partner or the group.

Step 1: Fill in the Blanks

"Hi, my name is [Your Name]. In my role as a [Your Job Title], credibility means being [Adjective] and mastering [Skill or Knowledge Area]. The most critical skill I bring to the table is [Skill or Knowledge], which helps me [Action or Task]. To build my credibility quickly, I focus on [Learning Strategy or Action]."

"Hi, my name is _____ In my role as a
_____ credibility means being

_____ and mastering

_____ The most critical skill I bring to
the table is _____ which helps me

_____ To build my credibility quickly, I focus on

Step 2: Reflect on Your Credibility

After filling out your statement, take a moment to reflect:

- How does your credibility impact your work and team?
- What actions can you take to strengthen your credibility further?
- How do others perceive your credibility?

Write a few thoughts here:

Step 3: Share and Discuss

- What stood out about your partner's statement?
- Are there similarities in how you both build credibility?
- What new ideas did you gain for improving credibility in your role?

Activity 2: Mapping Leadership Power in Your Organization

Instructions:

Think about the different leaders you interact with in your organization. Identify 10 individuals and determine what type of power they hold, based on French and Raven's six forms of power. This exercise will help you recognize how influence is distributed within your workplace.

Step 1: List Your Leaders

Write the names or roles of 10 leaders you interact with at work.

#	Leader's Name or Role	Type of Power (Choose from Below)	Explanation of Their Influence
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Step 2: Understanding Power Types

French and Raven identified six types of power. Use this guide to classify each leader's power:

1. Legitimate Power – Comes from an official title or position in the organizational hierarchy.
Example: A department manager who assigns projects based on company structure.
2. Reward Power – The ability to give rewards, such as bonuses, promotions, or perks.
Example: A supervisor who provides performance incentives.
3. Coercive Power – The ability to punish or enforce consequences, such as disciplinary actions.
Example: An HR leader who issues warnings for policy violations.

4. Expert Power – Influence based on specialized knowledge or expertise.
Example: A senior engineer who is relied upon for technical decisions.
 5. Referent Power – Influence gained through personal relationships, respect, or admiration.
Example: A well-liked leader who inspires loyalty and motivation.
 6. Informational Power – Control over access to key data, reports, or systems.
Example: A finance officer who manages financial reporting information.
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Step 3: Reflection Questions

1. Which type of power is most common among the leaders you listed? Why?
-
-

2. Which type of power do you personally respond to most? Why?
-
-

3. Which type of power do you currently use in your role? How can you strengthen your influence?
-
-
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Use this activity to gain a deeper understanding of power dynamics in your workplace and how leadership influence operates at different levels!

Activity 3: Identifying Opportunities

Instructions:

Use this worksheet to evaluate potential opportunities for change in your organization. Answer each section carefully to determine if the opportunity is worth pursuing and how feasible it is.

1. Opportunity

Describe the opportunity for change or improvement:

2. Impact

Who will be affected, and how significant is the impact?

- Who benefits from this change? (Employees, customers, leadership, etc.)
- How big is the problem? (Minor inconvenience vs. major inefficiency)
- What are the potential benefits? (Time savings, cost reduction, revenue increase, morale boost)

Impact Assessment:

Rate the impact (1-5, with 5 being highest impact): 1 2 3 4 5

3. Feasibility

Can this change be realistically implemented?

- Do we have the resources (time, budget, personnel) to support this change?
- What challenges or obstacles might arise?
- Can we start small with a pilot program?

Feasibility Assessment:

Rate feasibility (1-5, with 5 being easiest to implement): 1 2 3 4 5

4. Alignment

Does this opportunity align with company or team goals?

- How does this support the organization's mission, values, or strategic objectives?
- Is leadership likely to support this initiative?

Alignment Assessment:

Rate alignment (1-5, with 5 being highest alignment): 1 2 3 4 5

5. Passion

Are you personally invested in driving this change?

- Do you believe in this opportunity enough to advocate for it?
- Are you excited and motivated to push this forward?

Passion Assessment:

Rate passion (1-5, with 5 being highly passionate): 1 2 3 4 5

6. Scope & Control

Is this within your job role and influence?

- Do you have the authority or ability to drive this change?
- If not, who would need to be involved to make it happen?

Scope & Control Assessment:

Rate scope & control (1-5, with 5 meaning you have full control): 1 2 3 4 5

Final Decision:

✅ **Proceed:** If your opportunity scores high in impact, feasibility, alignment, and passion, it may be worth pursuing.

🔧 **Refine & Reconsider:** If scores are mixed, consider refining your approach or gathering more information.

❌ **Hold Off:** If the opportunity scores low, it may not be the right time or within your control.

Next Steps:

Use this worksheet to discuss with your team or supervisor and refine your change proposal!

Activity 4: Selling Your Proposed Change: Communication Plan

Instructions:

Use this worksheet to develop a structured communication plan to present your change proposal to leadership. Answer each section carefully to ensure clarity, alignment, and a persuasive message.

Step 1: Know Your Audience

Who is the decision-maker?

What are their priorities and key concerns?

How do they prefer to receive information? (e.g., data reports, high-level summaries, formal proposals, informal discussions, presentations)

Step 2: Define the Change Clearly

What is the problem or challenge this change addresses?

Describe your proposed solution:

How does this change align with company goals or strategy?

Step 3: Highlight the Benefits

What are the key benefits of this change? (Check all that apply)

- Increases efficiency/productivity
- Reduces costs or saves money
- Improves employee experience/morale

- Enhances customer satisfaction
- Aligns with industry trends or competitive positioning
- Other: _____

Provide a specific example or data point that supports these benefits:

Step 4: Address Feasibility & Risks

What resources are needed to implement this change? (e.g., budget, personnel, technology, training)

What potential concerns or objections might leadership have?

How will you address or mitigate these concerns?

Step 5: Craft a Persuasive Message

Write a concise, persuasive statement summarizing your change proposal:

(Example: "By implementing this new process, we can reduce operational costs by 15% while improving team efficiency.")

Step 6: Choose the Best Communication Format

What is the most effective way to present your proposal? (Check one or more)

- One-on-one discussion
- Slide deck presentation
- Written proposal
- Pilot program/demo
- Team meeting discussion
- Other: _____

Step 7: Follow-Up Plan

How will you gather feedback and respond to leadership's questions?

What are the next steps if the proposal is accepted?

If rejected, how will you refine your proposal and try again?

Use this worksheet to develop a clear, persuasive, and well-structured plan to communicate your proposed change effectively!

Tips on Resilience

Resilience is key when seeking feedback and making changes to your proposal. Here are some tips to stay motivated and adaptable:

1. **Stay Open-Minded:** Constructive criticism is an opportunity for growth, not a personal attack. Listen actively and extract valuable insights.
2. **Embrace Iteration:** Most successful proposals go through multiple revisions. Be patient and willing to refine your approach.
3. **Manage Setbacks Positively:** If your idea is rejected, take a step back, review feedback, and find ways to improve your proposal for future discussions.
4. **Find Support:** Lean on mentors, colleagues, or allies who can offer encouragement, guidance, and additional perspectives.
5. **Stay Focused on the Bigger Picture:** Remember why you're advocating for change. Keep your long-term goal in mind, even when facing obstacles.
6. **Celebrate Small Wins:** Recognize progress, even in small steps. Each piece of feedback and improvement is a step toward success.