

Management of Personal Change

GUIDELINES FOR DISCIPLES OF JESUS CHRIST

WHO SEEK THE KINGDOM OF GOD

IN THEIR DAILY LIFE AND WORK



HCFI
HEALTHCARE CHRISTIAN
FELLOWSHIP INTERNATIONAL

MANAGEMENT OF PERSONAL CHANGE

GOAL:

To enable each participant to face and handle personal change in a Biblical way

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MANAGEMENT OF PERSONAL CHANGE

INTRODUCTION

Life is a series of changes. We live in a world of constant changes. Things are changing faster in our time than ever before in history.

There are trends in the history of our civilization that will continue to cause new changes. (A trend is a slow, consistent change moving in a general direction, usually gaining strength and intensity). Most of the time, we as individuals are not able to change the course of these trends.

We need to accept the fact that processes of change are a part of our lives! Therefore, we need to learn how to cope with changes otherwise the changes will turn us upside down.

INTRODUCTORY QUESTIONS ON PERSONAL LIFE CHANGES:

List 2 major changes you have experienced in the last 12 months in one or more of the following areas:

- a. Personal and Social life
- b. Health
- c. Home and family
- d. Church
- e. Finances
- f. Work

2. RESPONSE TO CHANGE

Like a rock thrown into a pool, changes can ripple through our lives and cause disruption, excitement, distress and even crisis. Changes can bring lack of clarity, uncertainty, and upheaval. It affects the whole life.

UNDERSTAND how change has affected you:

- 2.1. How did you become aware that a period of your life was ending (signs, things you ignored, how you finally found out, etc.)?

- 2.2. How did you approach or prepare for a forthcoming change (planning, style of dealing with new demands, response to setbacks and frustrations, etc.)?

- 2.3. What was the greatest fear or difficulty you had to face?

- 2.4. How did you overcome this fear or difficulty (what methods did you employ)?

- 2.5. When did you begin to feel you were going to get through the change & feel OK?

- 2.6. What new things did you need to learn in order to manage the change?

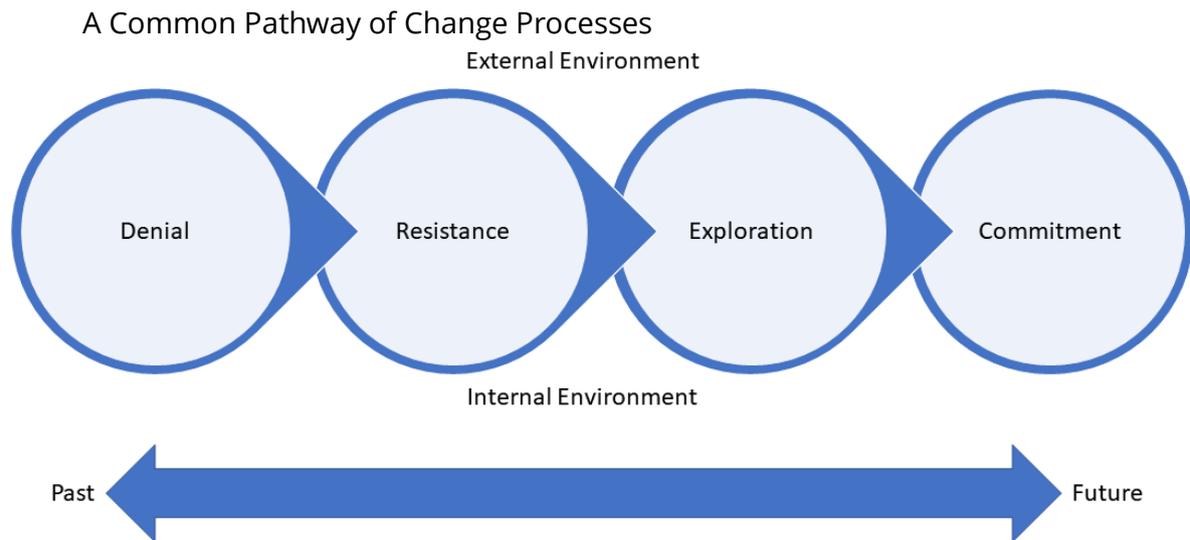
How did these major changes impact your life:

- a. Physically
- b. Psychologically
- c. Spiritually
- d. Socially

What area were you most aware of?

3. THE CHANGE PROCESS

“The Chinese character for crisis consists of two parts; one signifies danger and the other opportunity. This is the nature of any change; we respond to both aspects.” (Scott & Jaffa, *Managing Personal Change*, page 26) Before we recognise the need for a change, there is an emotional struggle. After we have come to grips with the need for change, we give up the old ways and begin to focus on the new opportunities. We begin to develop a strategy for getting through the change.



- 3.1. DENIAL:** The first response to a significant or an unexpected change is generally one of shock. A refusal to accept the information. There is denying, ignoring, or minimizing the problem.
- 3.2. RESISTANCE:** This is a period of personal distress. Many of the physical, emotional, and spiritual symptoms listed earlier are seen. People look for someone or something to blame. It is a time of mourning the past rather than preparing for the future. There may be a moving back to the period of denial. This is a time to acknowledge your feelings to yourself, to the Lord, to others, make a commitment to move on to next phase.
- 3.3. EXPLORATION:** You now have the energy and the desire to discover and explore new ways, start clarifying goals, assessing resources, exploring alternatives, and experimenting with new possibilities. It is advisable to go through this phase prayerfully and use this as an opportunity for growth.
- 3.4. COMMITMENT:** Having come through the ‘Exploration’ stage successfully, it is now time to focus on the new course of action. Commit yourself to this course and move on with the help of the Lord.

HCFI Workbook: Management of Personal Change.

Remember life is filled with change processes. You will face new challenges and crisis from time to time. Use the skills you have learnt in one change process to help you through the next.

Phases of the Change Process and Possible Signs:		
Phase	Characteristics	Remarks made
1. Denial	Numbness Everything-as-usual Minimizing Refusing new information Ignoring the issues	It is not that serious They don't really mean it It cannot happen here Nothing is perfect, so why push for change?
2. Resistance	Anger Loss, hurt Stubbornness Complaining Doubting own abilities Mourning the past	Who do they think they are? I will not accept this They are always changing things Will I be able to cope with this? Look at the benefits we will lose Our security is threatened
3. Exploration	Seeing possibilities / resources Indecisiveness Confusion / Unfocused work Exploring alternatives Learning new skills Beginning to welcome the future	Maybe this could help us I do not know what to do Who is responsible for what? Learning new skills appeals to me I get excited about the possibilities
4. Commitment	Vision Focus Teamwork Collaboration Balance	Let's go for it Count me in We are going to crack this nut

- Take a moment to determine where you are on the change curve. Think about one of the major changes you are facing or have recently faced. Mark an X where you think you are right now.

4. REASONS FOR RESISTING CHANGE:

None of us like to be disturbed, none of us like to experience loss. With change there is always loss and with this comes resistance or resentment

1. Personal Loss
 - a. Security
 - b. Money
 - c. Pride and satisfaction
 - d. Friends and important contacts
 - e. Freedom
 - f. Responsibility
 - g. Authority
 - h. Good working conditions
 - i. Status
2. Don't see the need.
3. Change will do more harm than good.
4. Lack of respect.
5. An objectionable manner
6. Negative Attitude
7. No input
8. Personal criticism
9. Requires effort
10. Bad timing
11. Challenge to authority
12. Second hand information

□ Think of the change you described above. List some of the good reasons why you felt resistance to it.

□ Write down some of the specific ways you can positively overcome your resistance.

5. REASONS FOR WELCOMING CHANGE:

Not all changes are unwelcome or met with resistance, in fact some changes are most welcome.

1. Personal gain
 - a. Security
 - b. Money
 - c. Authority
 - d. Status / prestige
 - e. Responsibility
 - f. Better working conditions
 - g. Self satisfaction
 - h. Better personal contacts
 - i. Less time and effort
2. Provides a new challenge
3. When one likes / respects the source of change
4. Likes the manner in which it is done
5. Reduces boredom
6. Provides input
7. Someone desires change
8. Improves the future
9. Considers it to be the right time

6. CREATING A POSITIVE CLIMATE FOR CHANGE:

6.1. MANAGING YOURSELF:

6.1.1. Know and accept the spiritual resources available to you.

6.1.2. Know and believe what God says about you.

6.1.3. Have a realistic appraisal of yourself as it relates to the situation:

- strengths
- weaknesses
- skills
- gifts / talents
- qualifications
- experience

6.1.4. Know in what areas you still need to learn and grow.

6.1.5. Be willing to say 'goodbye' to the familiar.

6.1.6. Have an open attitude towards the new.

What are some assets you could mobilize to take you through the change process you have mentioned?

6.2. HAVING A NEW MIND SET.

"Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things."

6.2.1 LIMITING BELIEFS ABOUT CHANGE

Characteristics of limiting beliefs:

Thoughts that are

- pessimistic,
- making you feel helpless or hopeless,
- making you feel discouraged and ready to give up before you even start,
- making you think only of the risks, dangers and threats,
- focusing your attention only on the problems.

Examples of limiting beliefs:

- I cannot do this, I will fail
- I cannot change, I am not strong enough
- I cannot learn, I do not have a high enough education
- I am too stupid
- I am too young, I am too old
- Things will only get worse in the future
- We do not have adequate finances
- Our organization is too rigid, it cannot change

Other examples of limiting beliefs or thought patterns:

LIMITING BELIEFS INVENTORY

Study the following areas carefully, list the limiting beliefs you have held in the change / changes you are facing.

Yourself:

-
-
-
-

Your Place of Work:

-
-
-
-

Your Social Life:

-
-
-
-

The Change:

-
-
-
-

6.2.2. LIBERATING BELIEFS ABOUT CHANGE:

Characteristics of liberating beliefs: They are based on trust in God's ability to use us as instruments in His hands to help bring about the changes He wants us to bring about.

Examples of liberating beliefs:

- God can use me to make a difference
- God can give me/us the wisdom to find a better way to do things
- God is always able to come with a solution and to make it known to us
- Change is unavoidable and to be seen as a learning experience from God
- God has given me success in the past and He will do so again in the future
- Sure, there are problems, but problems are God's opportunities
- Changes challenge me to show Christlike behaviour under all circumstance
 - I can become an agent for change, rather than resisting it!

CONVERTING LIMITING BELIEFS INTO LIBERATING BELIEFS

Go back to your list of limiting beliefs. Select the three that are influencing your life the most. List one of them in each of the blocks below. Formulate the liberating belief that will set you free from each specific limiting belief.

Limiting belief number 1:

Liberating belief number 1:
(opposite of limiting belief)

Limiting belief number 2:

□

Liberating belief number 2:

□

Limiting belief number 3:

□

Liberating belief number 3:

□

□ In what other ways can you as an individual change your mind set?

Ways to Change Beliefs:

7. PRACTICAL APPLICATION ON HANDLING PERSONAL CHANGE

Reflect on the change you are going through:

7.1. THINGS I CAN CONTROL:

List all the things over which you have control and for which God holds you responsible.

	Things for which God holds me responsible: CAN CONTROL	Things of situations over which I have no control CANNOT CONTROL
Take action	Inner Rest	Ceaseless striving
No action	Giving up	Releasing

List all the things or situations over which you **could have influence**.

7.2. THINGS I CANNOT CONTROL:

List the most important things or situations over which you have no control.

□ Put a * next to the activities listed above with which you are presently occupied. In which areas are you putting the most energy?

Inner Rest taking action over things which you can control and for which God holds you responsible.
 Result sense of fulfillment.

Ceaseless Striving trying to affect things beyond your control.
 Result anger and frustration.

Giving Up not taking action on things you can control.
 Result helplessness and hopelessness.

Releasing not trying to influence things beyond your control.
 Result - relief

□ Think of the change you have been working with. In the chart below indicate what actions you are or are not taking.

Things for which God

Things or situation over holds me responsible. which I have no control

CAN CONTROL	CANNOT CONTROL
Inner Rest	Ceaseless Striving

Giving Up	Releasing
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7.3. BUILD A STRONG SUPPORT SYSTEM.

When stress builds up, you need an outlet. There are few changes in life that you go through alone. You need to pray, seek out other people - friends or family who will be able to help you regain perspective, and see things from God's perspective.

7.3.1. Benefits of a Support System:

- Emotional and Prayer Support
- Relevant Information

7.3.2. Major Support Groups:

- Family
- Friends
- Work Network
- Professional Counsellors

HCFI Workbook: Management of Personal Change.

- What specific things could you do to get more support?

This course has been prepared by Angelina Sandy, mainly for use in the global HCF family.

Material for the preparation of this course comes from the book:

Cynthia D. Scott & Dennis T. Jaffe, *Managing Personal Change: Handling Change in a Positive and Productive Way*, Crisp Publications, Inc.: Los Altos, California

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