

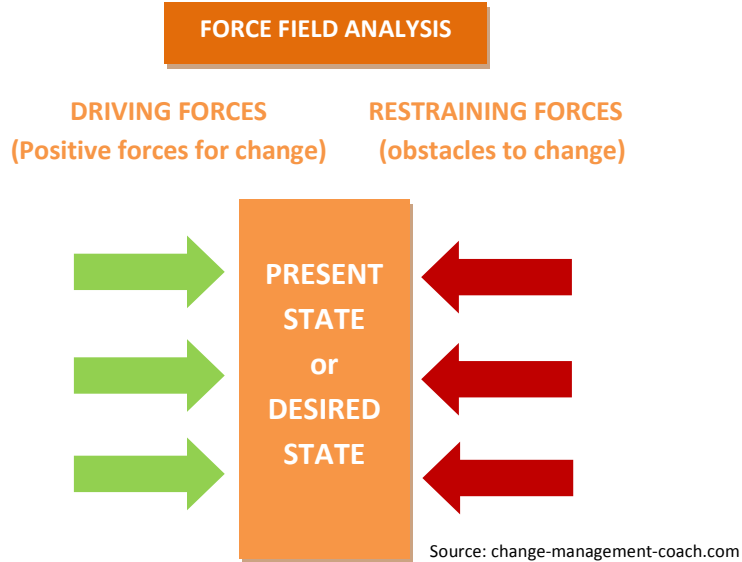
Force Field Analysis Tool Workbook



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HOW FORCE FIELD ANALYSIS WORKS

A proposed change is written in the centre of a table with driving forces (positive +) laid out on the left side while restraining forces (negative -) are on the right. All forces are then evaluated according to priority, and then action steps are proposed to double the impact of positive forces and halve the effect of negative ones.



SAMPLE FORCE FIELD TABLE

<ol style="list-style-type: none"> 1. More Money <ol style="list-style-type: none"> a. Develop a savings plan b. Improve Job Performance c. Invest 2. Family Life <ol style="list-style-type: none"> a. More quality time b. Plan events c. Fun 3. Career Plan <ol style="list-style-type: none"> a. E-business skills b. Mentor program c. Personal online one on one training 4. Personal Time <ol style="list-style-type: none"> a. Take up a hobby b. Start a journal c. Finish what you start 5. Home <ol style="list-style-type: none"> a. Get comfortable. b. Get organized. c. Become happy with what you have. 	➔ ➔ ➔ ➔ ➔	P O S I T I V E	H A P P I N E S S	N E G A T I V E	<ol style="list-style-type: none"> 6. Procrastination <ol style="list-style-type: none"> a. Do three key things b. Develop reward system c. Start journal 7. Health <ol style="list-style-type: none"> a. Exercise 2 hrs/week b. Benchmark and monitor c. Annual check-up 8. Confidence <ol style="list-style-type: none"> a. SWOT Analysis b. Affirmations c. Self audit 9. Friends <ol style="list-style-type: none"> a. Regular meetings b. Widen circle of friends c. Monthly dinner party 10. Poor Planning <ol style="list-style-type: none"> a. One Page Plan b. Set work teams c. Coach/mentor those responsible
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FORCE FIELD ANALYSIS WORKSHEET

1.	P O S I T I V E	I M P E D I M E N T S	6.
2.			
3.			
4.			
5.			
TOP THREE ACTIONS			
1.			
2			
3			

CAPABILITIES FOR CHANGE

Structure

Do you have the structure to support the implementation of the change? If yes, what are they and how would they implement the change? If no, what 3 things can be done to start?:

-
-
-
-
-

Technology

Do you have the systems to support and monitor your proposed projects? How much do you need to invest?:

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-
-
-
-

Culture

What is the current attitude of management and staff towards the status quo compared to the proposed change initiative? What forces do you think influenced those? (You can list some positive and negative forces):

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-
-
-
-

How would you educate them about the proposed change?:

-
-
-
-
-

Processes

Are your business processes ready to handle new influx ways of doing things? If yes, how? If no, what 3 things can be done to start?:

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-
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-
-

People

Are people willing to undergo training or will the proposed change need a slower pace of implementation to help people integrate into how they work?? If yes, how? If no, what 3 things can be done to start?:

-
-
-
-
-

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