

Do's and Don'ts for Effective Software Adoption Change Management

Once you select a venue and event management solution for your organization, how do you best prepare for implementation and avoid change management pitfalls?

Follow these do's and don'ts to help your team feel confident and ready to use an end-to-end software platform.

DON'T

DO



Don't forget to share your vision with all relevant staff and stakeholders from the start.



Do ensure your staff and stakeholders understand the expected benefits and the importance of their involvement with the software.



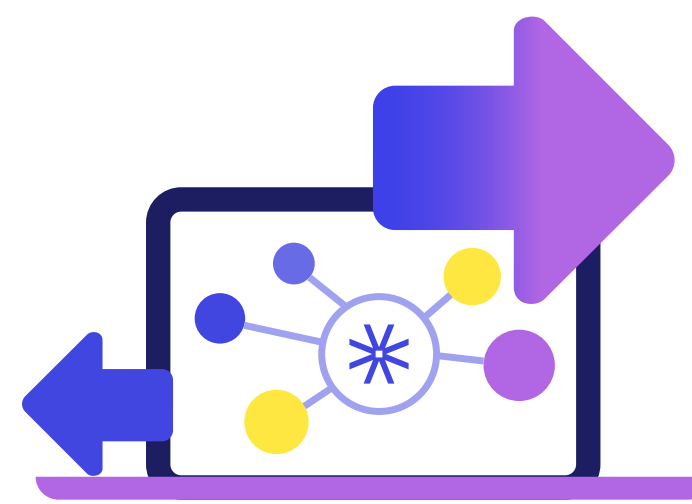
Don't underestimate the importance of engaging your staff and stakeholders from the outset.



Do listen to and address your staff and stakeholders' feedback to encourage their buy-in and handle differing opinions.



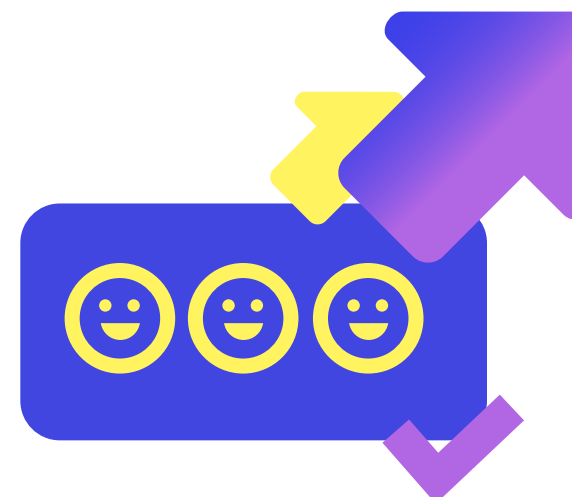
Don't make your team anxious by assigning them tasks they don't have the knowledge or experience to handle.



Do assess the skill levels of your project team and provide necessary training, or recruit new staff, to ensure you have the right people in the right roles to implement the technology effectively and without stress.



Don't undervalue the role of incentivization in motivating your team to take an active role in supporting the successful implementation of technology change.



Do develop reward programs, career advancement opportunities and accreditation programs to motivate your team to support the technology change and minimize resistance.



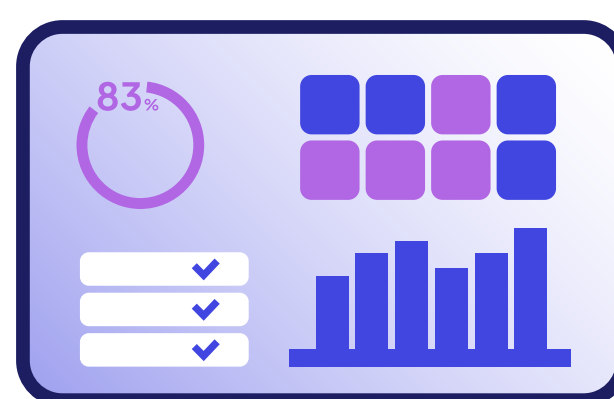
Don't leave yourself in a vulnerable position where you frustrate your staff and stakeholders because you don't have the necessary resources to finish the project.



Do ensure you have the necessary budgetary provisions and additional equipment or technology required to deliver a successful implementation.



Don't fail to create an action plan and assume your team will be able to deliver technology change on time and according to your vision.



Do create a detailed action plan and communicate it with your team before you start to execute it. Then, once you get started, continuously monitor and measure your results as you proceed through each stage.



Don't feel you have to go it alone. Do reach out to an expert for help.

Speak to an Expert