

Organizational Change Management: Personal Reflection When Supporting Sponsors

Purpose

This reflection guide helps you understand how a change affects your work, what your executive needs from you, and how you can support clear, steady leadership throughout the change.

1. What's changing?

Define in your own words what the change is about. Keep it simple.

2. How does this change affect my role as sponsor support?

Consider the following options.

- I will need to prepare the sponsor with clear information
- I will need to help coordinate communication
- I will need to gather questions and concerns
- I will need to track decisions and follow-through
- I will need to help the sponsor stay visible and engaged
- I will need to coordinate across teams or departments
- I'm not sure yet. What information do I need to answer this question?

What feels most important?

3. What does the sponsor need from me to feel prepared?

Consider the following options.

- Clear, simple talking points
- A summary of what people are asking
- A list of decisions they need to make
- A schedule of key communication moments
- Background information or context
- Support preparing for meetings or presentations
- Other

What are my top 1 – 2 priorities for the sponsor(s) I'm supporting?

4. What questions do I still have?

Identify anything you need clarified before you can support the sponsor well.

5. What questions might the sponsor ask me?

Consider the following options.

- “What is changing?”
- “Why is this happening?”
- “How will this affect others?”
- “What support is available?”
- “What are people saying about this?”
- “Where are the roadblocks?”
- “What do I need to communicate next?”
- “Who needs my attention?”

6. How can I support the sponsor and the organization through this change?

Consider the following options.

- Keep information organized and easy to understand
- Prepare simple talking points or summaries
- Surface concerns early
- Coordinate timing and communication
- Track decisions and follow-ups
- Help ensure consistent messaging
- Notice where the sponsor’s presence is needed
- Stay calm, steady, and solutions-focused

Consider one thing I can do this week to support the sponsor.

7. Who can I go to for support?

Consider the people or groups who can help you understand the change.

- My manager or the executive sponsor
- Project contact or lead
- Communications support
- HR or training support
- Other support

8. What are my next steps?

Consider 1 or 2 to get started.

- Get clarity on the change
- Meet with the sponsor to align on expectations
- Prepare a short briefing or summary
- Gather questions from teams or leaders

- Schedule key communication moments
- Review any materials provided
- Other