**Communication**

* Communicate early and often. Focus on key stakeholders / influencers, i.e. members of school leadership. Face to face communication with key stakeholders is more effective.
* Consistently explain the reason/s for the change to those affected (namely the teachers). Make it clear how/why the change will better achieve the mission/values of the school. Also consider explaining the danger of not changing, i.e. the issues with the current situation.

**Transparency**

* Build trust by being open and honest with your intentions and goals/objectives; ensure no one is surprised at any stage.

**Feedback**

* Provide opportunities for stakeholders to have a say and give feedback. Uncover and address conflicts or concerns. Ensure everyone is aligned on the goals.

**Positivity**

* Display enthusiasm and positivity about making a significant improvement that will benefit the children.

**Sense of urgency**

* In schools, everyone is busy all the time just doing their regular job. Affecting positive change always requires additional effort. Without a sense of urgency, the change may never happen.