

Implementing a New Program in Your Chorus

- 1) Present idea to decision makers
 - a) Ask to be added to meeting agenda, or set a time to meet with decision makers, such as Chorus Director
 - b) Present idea verbally
 - c) Provide a brief outline, in writing
- 2) Develop a DRAFT written program that includes:
 - a) Purpose
 - b) Expectations
 - c) Goals
 - d) Identify key players
 - e) Implementation plan
 - f) Assign responsibilities as appropriate
 - g) Keep it as brief as possible
- 3) Set realistic target dates
 - a) Keep in mind other commitments of yourself, key players, and chorus
 - b) Allow more time than you think you will need
- 4) Get leadership and chorus member buy-in
 - a) Provide materials prior to meeting so people have a chance to read them
 - b) Generate excitement about the program as quickly as possible
 - c) If training is required, train the staff who will be responsible for implementation and support first, then train chorus members
 - d) Explain to entire chorus your plans
 - i) In writing and verbally
 - ii) Chorus newsletter, meetings
- 5) Communicate often
 - a) Let the leaders and chorus members know where you are in the project and the next steps
 - b) Make them feel a part of this change and encourage questions
 - c) Be flexible to making changes based on feedback and new developments
- 6) Follow through on promises
 - a) Your credibility and that of the program counts on it
 - b) If there are delays, communicate them – and the reason
- 7) This is often the essence of implementing change
 - a) Is not always easy, but sometimes necessary
 - b) People are comfortable doing things a certain way and even though it may make the chorus better, they are not always open to change and some will resist
 - c) Be consistent, persistent and non-resistant to making modifications!