

FORCE FIELD ANALYSIS - Instructions

Force Field Analysis is a useful technique for looking at all the forces for and against a process or culture change. We have provided blank Force Field Analysis spreadsheets in Word and Excel.

By carrying out the analysis you can plan to strengthen the forces supporting a decision, process change, or cultural change, and reduce the impact of opposition to it. You can do a Force Field Analysis on your own, but often, it is even more impactful to do it with a team of people involved in or responsible for the change.

Sometimes just going through the tool itself and foster change.

1. To carry out a Force Field analysis, start by naming the decision, desired process change, or desired cultural change you are focusing on. Add the name in the Desired Name field.
2. In the “Helping Forces” column, list the forces that support the change.
3. In “Hindering Forces” column, list the forces that will exert force against change.
4. Optional: Assign a score to each force, from 1 (weak) to 5 (strong).
5. In the Capitalize on Helping Force
6. Brainstorm how to capitalize on each helping force and add it to the “Capitalize on Helping Forces” column.
7. Determine how to mitigate each hindering force and enter the data into the “Mitigate Hindering Forces” column.

	A	B	C	D
1	FORCE FIELD ANALYSIS			
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3	Desired Change:			Date:
4				Author:
5	Capitalize on Helping Forces	Helping Forces	Hindering Forces	Mitigate Hindering Forces
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Use your Force Field Analysis spreadsheet to help you to work out how to improve the probability of the process or culture change’s success.

Often the most elegant solution and impactful solutions are to Capitalize on the Helping forces. People can be uncooperative if change is forced on them.