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Force Field Analysis Template

What is Force Field Analysis Template?

A very specific and technical topic!

Force Field Analysis (FFA) is a method used in organizational change management, particularly in human resources and organizational development, to understand and analyze the forces that influence an organization's behavior, culture, and performance.

The Force Field Analysis Template is a visual tool used to map and categorize these forces into two primary categories:

- 1. Driving Forces:** These are the positive factors that drive change, growth, and improvement within an organization. Examples of driving forces include:
 - Leadership support
 - Employee engagement
 - Customer satisfaction
 - Financial resources
- 2. Restraining Forces:** These are the negative factors that resist or hinder change, growth, and improvement within an organization. Examples of restraining forces include:
 - Lack of resources
 - Resistance to change
 - Organizational politics
 - External market pressures

The Force Field Analysis Template is a simple diagram that displays these driving and restraining forces in a visual format, allowing users to identify and analyze the relationships between them. The template typically consists of two columns:

Column 1: Driving Forces

- List the positive factors that drive change and improvement within the organization
- Rank each force in order of importance

Column 2: Restraining Forces

- List the negative factors that resist or hinder change and improvement within the organization
- Rank each force in order of importance

The template also includes a section for identifying the **Balancing Forces**, which are the forces that can neutralize or mitigate the effects of the restraining forces. These balancing forces might include:

- Developing strategies to overcome resistance to change
- Building employee skills and knowledge
- Improving communication and collaboration across departments

By using the Force Field Analysis Template, organizations can gain a deeper understanding of

the forces that influence their behavior and performance, allowing them to develop targeted strategies for overcoming obstacles and achieving their goals.

Would you like me to elaborate on any specific aspect of Force Field Analysis or its application?

organizational, development, human, resources, change, management, leadership, culture, performance, innovation, strategy, communication, collaboration, resistance, improvement, skills, knowledge, obstacles, goal, achievement

Force Field Analysis Template

Goal/Objective

Define the goal or objective you want to achieve.

Driving Forces

List the factors that support the achievement of the goal:

1. **Force 1:** Description
 2. **Force 2:** Description
 3. **Force 3:** Description
 4. **Force 4:** Description
 5. **Force 5:** Description
-

Restraining Forces

List the factors that hinder or resist the achievement of the goal:

1. **Force 1:** Description
 2. **Force 2:** Description
 3. **Force 3:** Description
 4. **Force 4:** Description
 5. **Force 5:** Description
-

Analysis

Analyze the forces:

- **Strength of Driving Forces:**

Evaluate and rate the strength of the driving forces.

- **Strength of Restraining Forces:**
Evaluate and rate the strength of the restraining forces.

Strategies for Change

Outline potential strategies to enhance driving forces and reduce restraining forces:

1. **Strategy 1:** Description
2. **Strategy 2:** Description
3. **Strategy 3:** Description

Action Plan

Define an action plan with specific steps to implement the strategies:

Step 1	Description	Name	Date
Step 2	Description	Name	Date
Step 3	Description	Name	Date

Review and Monitor

Outline how you will monitor progress and review the effectiveness of the changes.

Note: Adjust this template as necessary to fit the specifics of your analysis.



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A large, empty rectangular box with a thin black border, occupying most of the page. This is the main workspace for conducting a Force Field Analysis, where users would typically list driving and restraining forces, their strengths, and strategies to enhance or counteract them.

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