

5 Point Change Readiness Assessment

Use this 5 Point checklist to evaluate your readiness to lead through change. The skills needed to lead through change are different than those needed to run day to day operations. In the comments section jot down any experiences that highlight your strength and or vulnerability for this area.

Rate each of the points using the 1 to 10 scale. 10 represents consistently achieving that statement. 1 represents you do not ever achieve the statement. Note where you have inexperience next to that point.

CULTURE 1 2 3 4 5 6 7 8 9 10

Openness to new ideas

Engagement in change process

Staff willing to try something new

History of how change has been handled

Comments:

LEADERSHIP 1 2 3 4 5 6 7 8 9 10

Clear vision?

What is the experience driving change?

What is the relationship with key players?

Critical thinking skills?

Are risks & benefits identified?

How will roles/ staff be affected? Has this been thought out?



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Do you have a map of intended and unintended consequences?

Comments:

YOUR EXPERIENCE	1	2	3	4	5	6	7	8	9	10
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Evaluate your:

Confidence

Optimism

Resilience

Risk tolerance

Uncertainty tolerance

Resourcefulness

Adaptability

Comments:



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EXECUTION

1 2 3 4 5 6 7 8 9 10

Is there an established need for change?

Are there policy changes necessary?

Do you have the available resources/ people?

Do you have a communication plan?

Is there a problem-solving framework in place?

Comments:

TIMING

1 2 3 4 5 6 7 8 9 10

Do you have a system to monitor and measure results?

Are staff prepared with necessary skills?

Comments:

