

Change Readiness Assessment for Your Department or Organization

Use this worksheet 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.

CULTURE

Openness to new ideas 1 2 3 4 5 6 7 8 9 10

Engagement in change process 1 2 3 4 5 6 7 8 9 10

Staff willing to try something new 1 2 3 4 5 6 7 8 9 10

History of how change has been handled 1 2 3 4 5 6 7 8 9 10

Comments:

LEADERSHIP

Clear vision? 1 2 3 4 5 6 7 8 9 10

What is the experience driving change? 1 2 3 4 5 6 7 8 9 10

What is the relationship with key players? 1 2 3 4 5 6 7 8 9 10

Critical thinking skills? 1 2 3 4 5 6 7 8 9 10

Risks & benefits identified? 1 2 3 4 5 6 7 8 9 10

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

1 2 3 4 5 6 7 8 9 10

Do you have a map of intended and unintended consequences?

1 2 3 4 5 6 7 8 9 10

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Comments:

YOUR EXPERIENCE

Evaluate your:

Confidence	1	2	3	4	5	6	7	8	9	10
Optimism	1	2	3	4	5	6	7	8	9	10
Resilience	1	2	3	4	5	6	7	8	9	10
Risk tolerance	1	2	3	4	5	6	7	8	9	10
Uncertainty tolerance	1	2	3	4	5	6	7	8	9	10
Resourcefulness	1	2	3	4	5	6	7	8	9	10
Adaptability	1	2	3	4	5	6	7	8	9	10

Comments:

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EXECUTION

Is there an established need for change? 1 2 3 4 5 6 7 8 9 10

Are there policy changes necessary? 1 2 3 4 5 6 7 8 9 10

Do you have the available resources/ people? 1 2 3 4 5 6 7 8 9 10

Do you have a communication plan? 1 2 3 4 5 6 7 8 9 10

Is there a problem-solving framework in place? 1 2 3 4 5 6 7 8 9 10

Comments:

TIMING

Do you have a system to monitor and measure results?

1 2 3 4 5 6 7 8 9 10

Are staff prepared with necessary skills? 1 2 3 4 5 6 7 8 9 10

Comments:
