Change Readiness Self-Assessment

Am I ready for change?

Identify a change that is impacting you or your work area.

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For each category below, rate each statement as it relates to this change. Be open and honest with your reflections. Rate yourself in each area using this rating scale:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1**  Strongly disagree | **2**  Disagree | **3**  Neutral | **4**  Agree | **5**  Strongly Agree | **NA**  Not applicable |

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| --- | --- | --- | --- | --- | --- | --- |
| **AWARENESS** | | | | | | |
| I understand the business reasons for this change. | 1 | 2 | 3 | 4 | 5 | NA |
| The leadership’s vision for this change has been clearly communicated. | 1 | 2 | 3 | 4 | 5 | NA |
| I know where to find out more information about this change. | 1 | 2 | 3 | 4 | 5 | NA |
| **DESIRE** | | | | | | |
| I look forward to participating in this change. | 1 | 2 | 3 | 4 | 5 | NA |
| I am personally on board and will help make this change happen. | 1 | 2 | 3 | 4 | 5 | NA |
| My colleagues support this change. | 1 | 2 | 3 | 4 | 5 | NA |
| **KNOWLEDGE** | | | | | | |
| I have the skills and abilities to be successful through this change. | 1 | 2 | 3 | 4 | 5 | NA |
| I believe I will get further training if needed to be successful in this change. | 1 | 2 | 3 | 4 | 5 | NA |
| I can assist my team in successfully navigating through this change. | 1 | 2 | 3 | 4 | 5 | NA |
| **ABILITY** | | | | | | |
| I am able to perform the new duties required by this change. | 1 | 2 | 3 | 4 | 5 | NA |
| I have opportunities to get help and support if I need it. | 1 | 2 | 3 | 4 | 5 | NA |
| I am able to support my teammates through this change. | 1 | 2 | 3 | 4 | 5 | NA |
| **REINFORCMENT** | | | | | | |
| Our organization is committed to this change. | 1 | 2 | 3 | 4 | 5 | NA |
| I am recognized for learning and performing new job duties and processes. | 1 | 2 | 3 | 4 | 5 | NA |
| I feel appreciated for helping make this change possible. | 1 | 2 | 3 | 4 | 5 | NA |

Now what?

Once you’ve completed the ratings, take a look at the results and check for any themes. Are you consistently scoring 5’s under Awareness, but average a 2 under Ability?

Anytime you’ve got consistent scores at 3 or below, that’s considered a barrier point. This indicates that you need more information in that phase of change to move forward. Per the example above, if your scores at Ability average 2, that’s a barrier point. Barrier points are normal, and merely point to an area that you need to work on. We all have them, it is normal to have more than one, and ***the important thing is what you do with them once you realize they are there.***

**If you have a barrier point at Awareness, ask yourself the following:**

* Do I understand and agree with the business reasons for the new system?
* Do I understand the risk to the agency of not making this system/business improvement?
* Have I read the emails from executive and project sponsors?
* Have I checked out the intra- and internet updates about the project?

**If you have a barrier point at Desire, ask yourself the following:**

* Do I want this change to happen or would I prefer to keep things the way they are now?
* What would cause me to want this change to happen?
* Am I comfortable with the change, even though it might impact how we do our work?

**If you have a barrier point at Knowledge, ask yourself the following:**

* Do I know how to make changes, develop new skillsets?
* Do I have the skills and abilities to adapt to new business processes?
* Am I interested in receiving coaching in how to help the organization implement change?

**If you have a barrier point at Ability, ask yourself the following:**

* Am I capable of performing the new skills that may be required?
* Am I interested in receiving additional training or skill development?
* Am I willing to try a new set of job responsibilities?

**If you have a barrier point at Reinforcement, ask yourself the following:**

* Am I receiving the necessary support and reinforcement to support (sustain) this change?
* Am I willing to support and encourage others on our team as they go through this change?
* Will I (do I) provide honest feedback and constructive conversations about this change?

These questions will help you identify what you need to move through a barrier point. Remember, it’s all about identifying where you’re stuck and getting yourself what you need to move forward. It is all part of the change process.

Plan for action | Overcoming Barriers to ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ change.

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Action**  *What must be done?* | **Person Responsible**  *By whom?* | **Timeframe**  *By when?* | **Resources**  *What is needed to complete this action?* | **Potential Challenges**  *What challenges may impede completing this action and how will I overcome them?* | **Results**  *Was this step successfully complete?* |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |