

## Assessing Change Readiness

To assess your organisation's change readiness, answer the following questions:

Question	Comment
1. Are you and/or your senior leadership able to plan for and lead the changes you wish to make? <ol style="list-style-type: none"> <li>a. A clear vision and reason and the ability to communicate this.</li> <li>b. Strong enough engagement and involvement to lead the change.</li> <li>c. Trust.</li> </ol>	
2. Do your middle managers/supervisors have the capacity for change? <ol style="list-style-type: none"> <li>a. The required skills that the change will require.</li> <li>b. The ability to manage a transition.</li> <li>c. Resilience.</li> </ol>	
3. Have you and your organization successfully implemented major changes in the past? <ol style="list-style-type: none"> <li>a. Previous successes will boost trust and willingness to change.</li> <li>b. Pervious failures can be overcome if the lessons are clear.</li> </ol>	
4. Is there an urgency (clear business case) for the change? <ol style="list-style-type: none"> <li>a. Without a compelling case for change, i.e., either a clear benefit or an intolerable problem, change is unlikely.</li> </ol>	
5. Do your employees have the capacity for accepting and then implementing the change? <ol style="list-style-type: none"> <li>a. Future skills required.</li> <li>b. Resilience.</li> <li>c. Trust.</li> </ol>	
6. Have you defined the impact of the change? <ol style="list-style-type: none"> <li>a. Who are the winners?</li> <li>b. Who are the losers?</li> <li>c. What are the less likely results or consequences, including negative ones?</li> </ol>	
7. Is there a clear and shared purpose of the change? <ol style="list-style-type: none"> <li>a. The greater the shared sense of purpose and benefit by all levels of the organization, the greater the likelihood of a successful change project.</li> </ol>	