**How to use the Change Readiness Assessment**

As an organizational effectiveness consultant, my mission is to help corporate and non-profit leaders build high performing teams that consistently deliver results.

*Have you ever wanted to initiate a significant change within your organization, but you weren’t sure that you would be able to get your leaders or staff to change?* Perhaps the economic conditions are changing and your organization needs to change strategy. If you’ve ever felt like your organization needed to make a change, but you weren’t sure if your leaders and employees had the desire or ability to change, a change readiness assessment is a great tool to help you figure out if your people are really ready.

***What is a change readiness assessment?*** It’s a tool to help you uncover the key issues blocking your organization’s ability to change. It also identifies potential barriers to sustaining the change over the long run. With this assessment you’ll have a clearer picture of where you can focus your efforts to increase your organization’s willingness to change.

This change readiness assessment measures your organization’s readiness in 7 key areas:

* **Leadership Alignment**- Do your employees believe that leaders are committed to the initiative’s success?
* **Culture**- Is your organizational culture agile and able to sustain the change?
* **Value Proposition/Vision**- Do your stakeholders understand the objectives of the change and why it’s needed?
* **Communications**- Are your stakeholders adequately informed about the change initiative and timely receive relevant information?
* **Skills**- Do your stakeholders have the skills and knowledge to successfully adopt the change?
* **Engagement**- Are your stakeholders involved in the process?
* **Accountability/Performance**- Have you established clear goals for your change initiative and are you measuring progress to achieving those goals?

***Instructions to complete the assessment:***

* Please read each statement and select the answer that best reflects the sentiment of your organization. Be honest with yourself. There is no right or wrong answer.
* Answer the question using the five point scale with a score of 1 on the left side indicating that you strongly disagree and a score of 5 on the right side indicating that you strongly agree options strongly disagree, disagree, neutral, agree, strongly agree

***Who should take this assessment?***

I recommend collecting responses from leaders sponsoring the change initiative and frontline managers and employees impacted by the change. Surveying impacted employees from all levels of the organization, provides a comprehensive perspective of the issues, barriers and opportunities in implementing the change.

You can disseminate this assessment via survey tool or conduct in-person interviews or focus groups. Asking these questions in an in-person format allows you to ask follow-up questions or suggestions.

***Collecting and analyzing responses:***

Collect all survey responses and calculate the average score for each readiness area. The scores will inform the behavior changes your organization needs to make to successfully launch and sustain the change initiative.

This assessment should be launched at the beginning of the change initiative and administered periodically through the change program to measure your organization’s readiness for the change.

Let’s begin the assessment!



