



TEAM **LEADER** TOOLS

Team Change Readiness Tool



Team Change Readiness Tool

Overview

What and Why

Team transition is a reality. Team readiness is all about continually preparing your team to be ready and resilient to make the best of change and transition when it occurs.

Team readiness is both a team effort and an individual effort. It is developed in the off season.

How

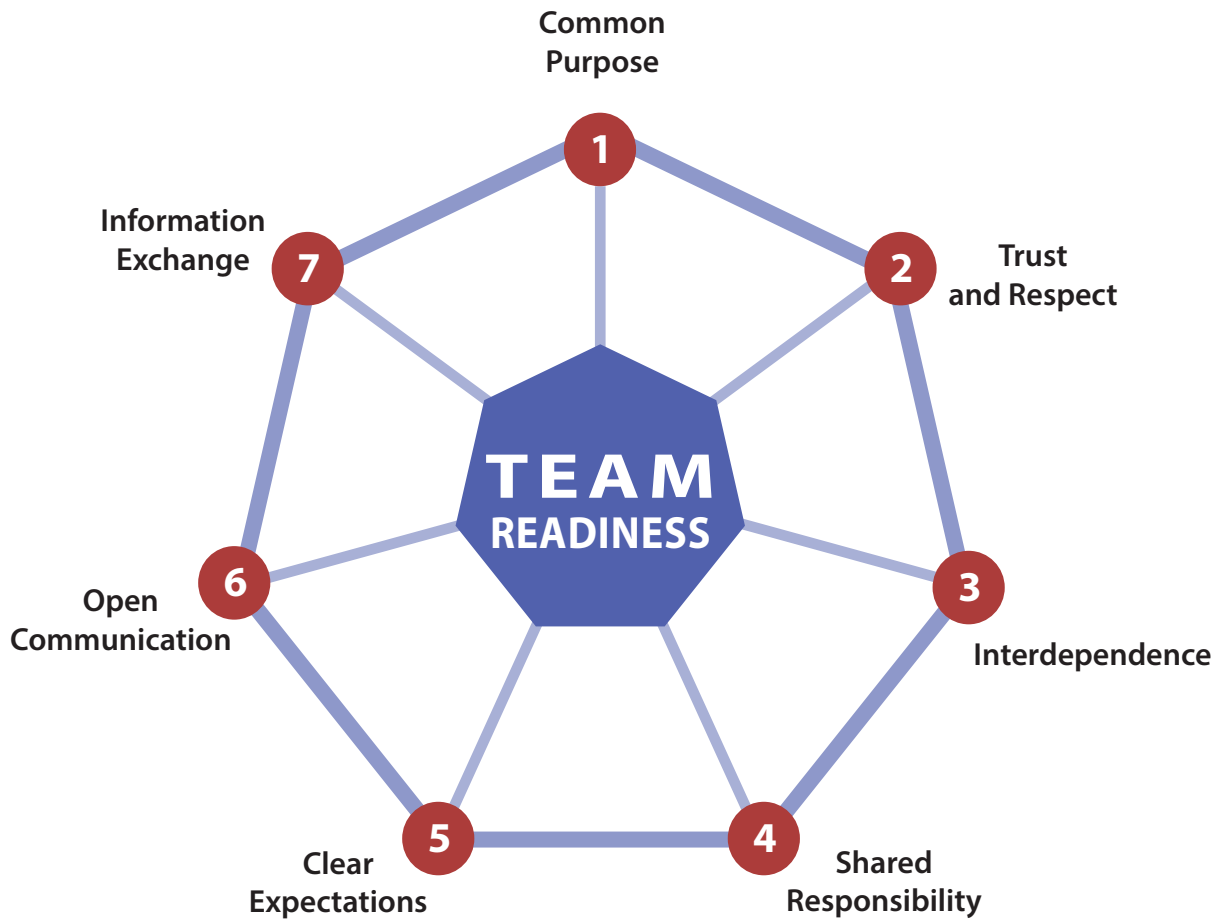
The following key actions can help your team assess and discuss team readiness.

1. Use the Team Change Readiness Model to help your team learn and apply the concept of team readiness - both team readiness and individual readiness.
2. Use the Team Change Readiness Definitions Worksheet to help your team clarify specifically how each of the readiness factors apply to your team.
3. Use the Team Change Readiness Assessment to help your team pinpoint its strengths and needs with regard to each readiness factor.
4. Use the Team Change Readiness Incident Review Worksheet to help your team discuss an actual event that affected the team.



Team Change Readiness Model

Key factors to help your team become change ready.





Team Change Readiness

Team Definitions Worksheet

Use this worksheet to create a team definition for each of the change readiness factors.

What should each of these key factors mean to our team?

1

Common
Purpose

2

Trust
and Respect

3

Interdependence

4

Shared
Responsibility

5

Clear
Expectations

6

Open
Communication

7

Information
Exchange



Team Change Readiness Assessment

Use this template to discuss as a team how your team is doing at becoming change ready.

When it comes to our team how well are we doing? What factors are most important for us to work on right now?

1	Common Purpose	<input type="checkbox"/>	What are we currently doing well?	What can we do to get better?
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2	Trust and Respect	<input type="checkbox"/>	What are we currently doing well?	What can we do to get better?
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3	Interdependence	<input type="checkbox"/>	What are we currently doing well?	What can we do to get better?
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4	Shared Responsibility	<input type="checkbox"/>	What are we currently doing well?	What can we do to get better?
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5	Clear Expectations	<input type="checkbox"/>	What are we currently doing well?	What can we do to get better?
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6	Open Communication	<input type="checkbox"/>	What are we currently doing well?	What can we do to get better?
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7	Information Exchange	<input type="checkbox"/>	What are we currently doing well?	What can we do to get better?
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Team Change Readiness

Incident Review Worksheet

Use this worksheet to REFLECT on how well your team did in a recent situation.

How well did we APPLY the key factors in a recent situation?

Recent Situation

What is a situation or challenge that we are currently facing as a team?
Describe the situation below.

Then describe to the right how your team can/should apply each of the change readiness factors to that situation.

1

Common Purpose

2

Trust and Respect

3

Interdependence

4

Shared Responsibility

5

Clear Expectations

6

Open Communication

7

Information Exchange

