1 CHANGE READINESS TOOL

Leading change begins by developing change readiness. Both you and your team must work to be ready for change when it occurs.

What changes will your team be facing?

What is the date?

7 KEY READINESS FACTORS

STEP 1:

Use the **7 Key Readiness Factors** to assess, discuss, and develop change readiness.

These factors are not all inclusive. There are likely others to consider as well. They are also not necessarily sequential. They do however provide a solid place to start.

STEP 2:

Use the **Capacity for Change** framework to assess, discuss, and develop your team's capacity for change.

What is the **ability** of your people to successfully make the change?

What is the **motivation** of your people to make the change?

How conducive is your **environment** to fostering both **ability** and **motivation?**

CAPACITY FOR CHANGE

	Ability	Motivation
Individual	Skills, Knowledge, Experience Physical Requirements	Enthusiasm, Perspective Confidence, Value Alignment
Environment	Tools, Resources, Authority Information, Cooperation	Connection, Clarity, Collaboration Capacity, Consistency

1 Change Readiness

General Readiness Assessment

Assess, discuss, and act on the readiness factors.

What does each factor mean for your team? How ready are you and your team? What key factors are most important for you and your team to work on first?

Define each factor. Rate your team on each factor. What are you doing well? How can you do better?

		DOING WELL?	CAN DO BETTER?
1	**Purpose & Identity**		
2	**Trust**		
3	**Awareness**		
4	**Ownership Mindset**		
5	**Clear Expectations**		
6	**Collaborative Communication**		
7	**Basic Tools**		

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1 Change Readiness

Change Specific Readiness Assessment

Conduct a quick assessment and summary of where you are.

What is the specific change?

What is the date?

How ready am I personally for this change?

NOT READY AT ALL — 1 — 2 — 3 — 4 — 5 — FULLY READY

How ready is my team as a whole for this change?

NOT READY AT ALL — 1 — 2 — 3 — 4 — 5 — FULLY READY

Readiness - Helping Factors

Readiness - Hindering Factors

Key Actions to Increase Readiness

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Change Readiness

Change Capacity Worksheet

Assess, discuss, and build your team's capacity for change.

What is the specific change?

What is the date?

What is the ability and motivation of each person? In what ways is the environment helping and/or hindering the ability and motivation of your people?

CAPACITY FOR CHANGE

	Ability	Motivation
Individual	Skills, Knowledge, Experience Physical Requirements	Enthusiasm, Perspective Confidence, Value Alignment
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