

Readiness for Change Assessment Tool

- What** is it? A quick tool leaders can use to assess their team’s readiness for change (includes the emotional, psychological and energetic state of employees)
- Why** is it needed? To identify in advance any factors that may need to be addressed before or during the change to reduce impact on employees
- When** can it be used? When planning a change
- Who** can use it? Leaders who are planning a change
- How** can it be used? Use this tool as an aid to facilitate conversations with your team about how they are managing with each of the factors in the left column. Identify any areas that may need additional consideration or planning (yellow or red)

	Proceed. Engage your team as appropriate	Proceed with caution. Engage team, People & Culture and other supports as you proceed	Pause. Engage with People & Culture or other supports before proceeding
Overall wellbeing	From Pandemic Pulse Survey		
	Few concerns raised	Some concerns raised	Significant concerns raised
	From discussions with team		
	Few concerns raised**	Some concerns raised	Significant concerns raised
Emotional residue left over from past changes	Recency of changes		
	Few recent changes	Changes somewhat recent	Changes recent, ongoing
	Scope of past changes		
	Minimal	Medium	Significant
	Experience of past changes		
Most of the team adapted quickly & easily**	Some difficulties with the team adapting, but they made it work and settled in	Significant or ongoing challenges with change	
Proposed changes	Timing of proposed changes		
	Some time to plan and adjust	Changes happening soon	Changes happening immediately
	Scope of proposed changes		
Minimal change	Medium change	Significant change	
Team trust	Sharing ideas (psychological safety)		
	Team members freely discuss ideas and differences of opinion with mutual respect	A few team members contribute the most; disagreements are not discussed respectfully	There is little communication, or hostility, among team members
	Approach to challenge		
	The team has handled challenges well together in the past	The team has somewhat managed challenges	The team has not managed challenges well in the past
Perceptions about the change	Understanding about the change		
	The team clearly understands what the change is	The team partially understands what the change is	The team does not understand what the change is
	Beliefs about the change		
	The team believes the change will be beneficial	The team partially believes the change will be beneficial	The team does not believe the change will be beneficial
	Self-efficacy beliefs		
The team believes they have the skills to enact the change	The team somewhat believes they have the skills to enact the change	The team does not believe they have the skills to enact the change	

** Individuals may need additional, individualized support