QUIZ

Change Readiness Quiz

*About this tool*

**PURPOSE**

To evaluate a group or team’s readiness for change

**AUDIENCE**

Subordinate employees who are evaluating their workplace and supervisors/managers on a variety of topics

**USE**

* E-mails
* Meetings with subordinate employees
* On an internal website

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Determine your team’s readiness for change and develop an action plan to increase that readiness

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| **TEAM’S CHANGE READINESS ASSESSMENT** |
| Read each statement below, and check the box that indicates the extent to which you agree with it. | **Strongly Agree** | **Agree** | **Neither Agree nor Disagree** | **Disagree** | **Strongly Disagree** |
| Senior management is visibly supporting the change. | □ | □ | □ | □ | □ |
| The reasons for the change are clear and understood by all. | □ | □ | □ | □ | □ |
| The change objectives are aligned with the organization’s strategic priorities. | □ | □ | □ | □ | □ |
| The organization’s leaders are effective change leaders and managers. | □ | □ | □ | □ | □ |
| The leaders and managers have the knowledge and competencies needed to lead and manage change. | □ | □ | □ | □ | □ |
| The leaders and managers have access to tools and resources to effectively lead and manage change. | □ | □ | □ | □ | □ |
| Employees trust their managers to lead them through the change. | □ | □ | □ | □ | □ |
| The change effort connects to other major change initiatives that are underway. | □ | □ | □ | □ | □ |
| Communications about the change are clear and prompt, keeping employees well-informed. | □ | □ | □ | □ | □ |
| Employees view the change as an opportunity. | □ | □ | □ | □ | □ |
| Employee feedback is appreciated, and mechanisms are in place to collect feedback. | □ | □ | □ | □ | □ |
| Plans for learning and development are well-defined and implemented to ensure that employees have the knowledge, skills and abilities to support the changes. | □ | □ | □ | □ | □ |
| Employees have access to tools and resources that enable them to support the changes. | □ | □ | □ | □ | □ |
| Employees have a clear understanding of how their jobs will change. | □ | □ | □ | □ | □ |
| Employees support each other, especially during stressful work periods. | □ | □ | □ | □ | □ |
| Employees are motivated and engaged in their work. | □ | □ | □ | □ | □ |
| Employees understand what they will need to do differently to support the change. | □ | □ | □ | □ | □ |

# Scoring Results

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| Almost all answers are in the **Strongly Agree** column. | *The level of readiness is* ***excellent.***All or almost all key elements are in place to support the change.Minimal preparation is required to ensure the team’s capacity to change.The change is ready to be implemented. |
| Most answers are in the **Agree** column. | *There is a* ***very good*** *level of readiness.*A number of key elements are in place to support the change.Preparation and updating are required for certain aspects of the team’s work.The change will likely succeed. |
| Most answers are in the **Neither Agree nor Disagree** column. | *The level of readiness is* ***fair***; there are important challenges to address in order to become more positive about the situation.Some key elements are in place to support the change.Improvement is required to address some key challenges.It is unlikely that the change will succeed.**Complete the action plan below to better prepare your team for change and ensure success.** |
| Most answers are in the **Disagree** or **Strongly Disagree** columns. | *The level of readiness is* ***low***; however, focusing on key factors could turn things around.Few key elements are in place to support the change.Significant improvement and preparation are required to address a number of key challenges.There is little or no chance that the change will succeed if the situation stays as is; important actions are needed.**Complete the action plan below to prepare your team for change and ensure success.** |

# Action Plan

Following an action plan like the one provided below will support your team’s readiness for change and increase the success of implementing the change in your team. In the left column, note items in the quiz to which you answered **Disagree** or **Strongly Disagree**. In the right column, indicate actions or steps you will take to improve in those areas.

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| **Areas for Improvement** | **Actions or Steps to Improve** |
| **Example:** Employees have access to tools and resources that enable them to support the changes. | **Example:**  Make available material that clearly explains the need for the change and how it is being implemented, and consider sending employees to workshops or training on specific aspects of the change and/or on change in general. |
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***Source:*** *Adapted from tools developed by the Interdepartmental Organizational Change Network*