

ASSESSMENT TOOL FOR MANAGING CHANGE

Complete this assessment tool to help you **implement change** in your organization **today**.

Picture of the Future

1. What is the vision for the future?

2. Is this vision compelling to those impacted by any changes?

 Yes No

3. If no, what actions will you take to make sure it is a compelling vision?

- A.
- B.
- C.

Understand the Emotions

4. How do you anticipate this change impacting ...

A. individuals' perceptions of how important they are?

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B. individuals' perceptions of concerns being able to predict the future?

C. individuals' perceptions of sense of control over events?

D. individuals' perceptions of sense of safety with others?

E. individuals' perceptions of a fair exchange between people?

5. What are the emotions and impact on each team member affected by the change?

Make Change Easy

6. What are the obstacles that may make the change difficult for stakeholders (e.g. technical or process issues)?

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7. How have complex tasks been broken down into smaller manageable tasks to reduce ambiguity whenever possible?

Communication

8. What does the team need to think, feel and do differently as a result of the change?

9. What specifically is changing as a result of this change?

10. What is NOT changing as a result of the change?

11. Are stakeholders clear on what is changing and what is not changing?

 Yes No

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12. Have you shared goals and plans with all stakeholder?

Yes

No

13. Is your messaging unified, clear, concise and consistent?

Yes

No

Take care of yourself

14. What helps you take care of yourself during stressful times?

15. Are you doing the things you need to, to take care of yourself?

Yes

No

Be a change agent who propels your organization into the future by engaging the hearts and minds of your organization.

CONTACT US:

Our goal is simple: to drive high-performance results in your business through Organizational Development. Please contact me today to see how we can help:

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