

Checklist

Change Leadership Readiness

Self-assessment: <Insert your name>

This self-assessment helps Change Managers / Team Leaders work out their own change readiness and is not a part of any formal skills assessment. It only takes a minute or two to complete.

Rating: 1 = Strongly disagree. 2 = Disagree. 3 = Neutral. 4 = Agree. 5 = Strongly agree.

Theoretical and behavioural underpinning

Questions	Rating
I understand the theory of how to manage individual reactions to change.	1 2 3 4 5
I understand the theory of how to manage change transitions.	1 2 3 4 5
I demonstrate empathy to those impacted by change.	1 2 3 4 5
I encourage open and authentic conversations around change.	1 2 3 4 5
I have successfully led complex change programs before, and learnt from these.	1 2 3 4 5

Change communication

Questions	Rating
I can clearly articulate the reasons for the change and the desired end state.	1 2 3 4 5
I am clear about the impacts that the change will have on me and my team.	1 2 3 4 5
I understand and can articulate the role of those involved and impacted by change.	1 2 3 4 5
I feel confident I can answer most questions that my team may pose about this change.	1 2 3 4 5

Change support

Questions	Rating
I think this change is necessary for the organisation.	1 2 3 4 5
I have had the chance to express my concerns relating to this change.	1 2 3 4 5
I believe this change will be positive for me and my team.	1 2 3 4 5

Change commitment

Questions	Rating
I will take action to remove barriers and ensure the change happens.	1 2 3 4 5
I believe I should contribute to the change effort where possible.	1 2 3 4 5
I personally need to apply this change to my day-to-day work.	1 2 3 4 5
I have developed an action plan to support the change.	1 2 3 4 5

Interpretation

The change may not be successful if you are in the 'strongly disagree', 'disagree' or 'neutral' zone for any of these questions.

Consider increasing your theoretical and behavioural underpinnings; speaking to an experienced change manager/leader; or undertaking professional learning and development to move yourself into the 'agree' or 'strongly agree' state.

Also, you can refer to the Change Management resources and toolkit on the State Service Management Office website for help.