

Organizational Readiness Assessment

Select one of the initiatives discussed so far today or another initiative bringing significant change in your area: _____

With this initiative in mind comment on the statements in each section.

My KNOWLEDGE

- I mostly know what this initiative is about, its status and the implications for my area. Some of the implications are:

AND / OR

- I don't have all the information I would like to have to speak about this initiative in my area. I will need to get more information on:

My CLARITY

- I mostly know what this initiative is about, its status and the implications for my area. Some of the implications are:

AND / OR

- I don't have all the information I would like to have to speak about this initiative in my area. I will need to get more information on:

My SKILLS

- I have many of the skills I need to implement and facilitate the success of this initiative my area. When it comes to facilitating change, I am especially strong in:

AND / OR

- I think I need additional skills to help me implement and facilitate the success of this initiative in my area. In order to better support my team I should develop skills in:

My SUPPORT

- I have a good support network as well as many of the resources I need to implement and facilitate the success of this initiative. I will particularly leverage:

AND / OR

- I could strengthen my support network and / or supplement the resources I have to help me facilitate the success of this initiative. I should connect with and / or access the following resources:
-

Team KNOWLEDGE

- Most of the employees in my area already know about this initiative. They are well informed about:

AND / OR

- Many employees in my area could benefit from additional information about this initiative. I should provide more information on:

Team CLARITY

- Most of the employees in my area are clear on the VISION for this initiative and they can describe the URGENCY behind it to their peers. Most of them are motivated by (describe incentives, benefits perceived by employees):

AND / OR

- Many employees in my area are not yet clear on the VISION for this initiative and may not fully appreciate the URGENCY behind this initiative right now. I should help them identify the following incentives and benefits:

Team SKILLS

- Most of the employees in my area have many of the skills they will need to implement this initiative. They are especially strong in:

AND / OR

- Many of the employees in my area could benefit from additional skills to help them implement this initiative. I will need to access training and development related to:

Team SUPPORT

- Most of the employees in my area have a strong support network and have most of the resources they will need to implement this initiative. They will particularly leverage:

AND / OR

- Many of the employees in my area could benefit from a stronger support network and / or additional resources to help them implement this initiative. I will need to connect them with, and / or I will need to access the following resources:
-

My AWARENESS OF WORK IMPACT

Indicate if the initiative will have an impact on your area's existing priorities, products or services, processes, policies, systems or structure. If YES, describe:

PRIORITIES

- NO
- YES:

POLICIES

- NO
- YES:

PRODUCTS & SERVICES

- NO
- YES:

SYSTEMS & TECHNOLOGY

- NO
- YES:

PROCESSES

- NO
- YES:

STRUCTURE AND ROLES

- NO
- YES:

My AWARENESS OF ENVIRONMENT AND CULTURE

WHAT ASPECT OF OUR ORGANIZATIONAL CULTURE MIGHT ENABLE THE SUCCESS OF THIS INITIATIVE?

WHAT ASPECT OF OUR ORGANIZATIONAL CULTURE MIGHT REINFORCE THE STATUS QUO AND ALLOW COMPLACENCY?

If employees do not have the KNOWLEDGE, CLARITY, SKILLS OR SUPPORT during the implementation of a new initiative, they may experience anxiety and demonstrate resistance as a coping mechanism. Based on your reflections in the previous pages, WHAT LEVEL OF RESISTANCE, IF ANY, DO YOU ANTICIPATE IN YOUR AREA

I don't anticipate any resistance because:

OR

I expect some resistance because:

OR

I expect a significant level of resistance in my area because:

Readiness: Summary & Action Plan

Based on the results of the organizational and departmental assessment, what do you need to do to help your area get ready?

As indicated in the assessment above, what you need and what the people in your area need to ready themselves for a significant initiative includes:

Knowledge of what is going on and the work implications

Clarity of the need, the vision and the urgency, and therefore clarity around the incentives and benefits

Skills to operate and perform effectively during and after implementation

Support that provides the above as well as access to resources, recognition and reinforcement

As a leader, you also need to be aware of the impact on your area's **work** and the aspects of the **environment** that may facilitate or hinder the success of the initiative.

That being said, summarize the key actions you will take this year in order to provide knowledge, clarity, skills and the support you and your area need to be successful:

What aspect of the organizational culture and the environment will you leverage to facilitate the success of this initiative?

What do you need to do to mitigate the potential resistance and the risk for complacency?

Who, which area(s) do you need to connect with to support you and your area in this process?

How will you bring this Action Plan to life? What are your next steps? By when?