

# BUYING IN & ROLLING OUT CHANGE ASSESSMENT

## Instructions

This self-assessment is designed to help you evaluate your readiness and effectiveness in managing and supporting change initiatives. By continuously assessing and improving your approach to leading through change, leaders can help ensure that their organization navigates transitions more smoothly and effectively. Use this tool to gain insights into your current capabilities and to develop a targeted plan for enhancing your skills in driving successful change.

Answer the below questions with the 5-point scale and choose the rating you agree with most for each question. Calculate your total score.

5=Strongly Agree  
4=Somewhat Agree  
3=Neutral  
2=Somewhat Disagree  
1=Strongly Disagree

1. I clearly communicate the reasons for upcoming organizational changes to my team.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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2. I explain to my employees how the changes will impact them personally and professionally.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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3. I actively seek feedback and input from my employees about the change process.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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4. I feel confident in my ability to lead my team through change

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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5. I provide updates about the change process to my team.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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6. I am transparent with my team about the change process, including uncertainties.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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7. I support and empower and give resources my managers to those affected by the change during transitions

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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8. I commit to regular and ongoing communication throughout the change process.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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9. I ensure my communication is consistent and ties back to a compelling vision for the future.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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10. I address the question "What's in it for me?" in my communications about change as a leader.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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11. I actively create a roadmap and clear steps for the rolling out the change initiative, while also allowing the space and flexibility along the way to integrate new information.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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12. I involve my team in planning and implementing changes.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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## Answer Key

Calculate your total score from the questions above and find the corresponding category.

### Score: 45-60 Change Champions Blueprint

Your results indicate that you are effectively leading and managing organizational changes. You have demonstrated strong communication skills, consistent messaging, and a commitment to transparency and engagement with your team. To further enhance your leadership during change, consider focusing on the following areas:

- Continuous Improvement: Even with strong skills, there's always room for growth. Attend leadership workshops or seminars focused on change management to gain new insights and strategies.
- Mentorship: Share your strengths by mentoring other leaders who may be struggling with change management.
- Innovative Feedback Mechanisms: Experiment with new ways of gathering feedback from your team to ensure all voices are heard, such as anonymous digital feedback tools or creative brainstorming sessions.

### Score: 30-44 Navigators' Guide to Progress

Your score reflects a solid foundation in leading through change, but there are areas that could benefit from further development. It's important to build on your current skills to become more effective in managing transitions and maintaining team morale. Consider the following suggestions to enhance your capabilities:

- Enhanced Communication Skills: Focus on refining your ability to explain the personal and professional impacts of changes to your team. This could be achieved through advanced communication skills training.
- Strategic Vision Clarity: Work on linking change initiatives more closely with the organization's strategic vision. This might involve collaborating with other leaders to align your messaging and actions.
- Proactive Engagement: Increase your efforts to involve your team in the change planning process. This inclusion can lead to better buy-in and smoother implementation of changes.

### Score: Less than 29 Foundations for Transformation

Your score indicates that there are significant opportunities for improvement in your approach to leading through change. Effective change management is crucial for maintaining team performance and morale during transitions. Here are a few areas to focus on:

- Fundamentals of Change Management: Consider enrolling in a course or workshop on change management to better understand the fundamentals and best practices for leading through change.
- Communication Enhancement: Work on improving how you communicate the reasons for changes and updates throughout the change process. This could involve practicing your presentation skills or learning how to craft compelling narratives.
- Empowerment and Support: Make a conscious effort to support and empower your managers by providing the necessary resources and training. This could include setting up regular check-ins with your team to offer guidance and support.

## Answer Key Continued

**This assessment encompasses four key categories: Communicating the Change, Articulating "What's in it for me?", Empowering Leaders & Managers, Engaging Employees in the Change Process and Providing Ongoing Support & Transparency.**

**Communicating the Change (Questions 1, 5 & 9):** I clearly communicate the reasons for upcoming organizational changes to my team. I provide updates about the change process to my team. I ensure my communication is consistent and ties back to a compelling vision for the future.

**Articulating "What's in it for me?" (Questions 2 & 10):** I explain to my employees how the changes will impact them personally and professionally. I address the question "What's in it for me?" in my communications about change.

**Empowering Leaders & Managers (Questions 4 & 7):** I feel confident in my ability to lead my team through change. I support and empower and give resources my managers to those affected by the change during transitions.

**Engaging Employees in the Change Process (Questions 3 & 12):** I actively seek feedback and input from my employees about the change process. I involve my team in planning and implementing changes.

**Providing Ongoing Support & Transparency (Questions 6, 8 & 11):** I am transparent with my team about the change process, including uncertainties. I commit to regular and ongoing communication throughout the change process. I actively create a roadmap and clear steps for the rolling out the change initiative, while also allowing the space and flexibility along the way to integrate new information.