

Change Readiness Assessment

INTRODUCTION

This assessment tool can give you insight into where you and your team are on the change continuum and make an informed choice as to what activities you should be focused on. Complete the worksheet to the best of your ability, rating each element on a scale of 1 (e.g. no awareness) to 5 (e.g. complete awareness). Then, review the action steps on the following pages.

Briefly describe the change that is being implemented at your workplace.	
Awareness	
Describe your awareness of the need to change. What are the business, customer or competitor issues that have created a need to change?	Review these reasons and ask yourself the degree to which you understand all the business reasons for this change. Rank on a 1 to 5 scale. Awareness Rank <input type="text"/>
Desire	
List the factors or consequences (good and bad) related to this change that affect your desire to change.	Consider these motivating factors, including your conviction in these areas. Assess your desire to change. Rank on a 1 to 5 scale. Desire Rank <input type="text"/>
Knowledge	
List the skills and knowledge needed to support this change, both during and after the transition.	Do you have a clear understanding of the required skills and knowledge? Have you received training or education in these areas? Rank on a 1 to 5 scale. Knowledge Rank <input type="text"/>

<p>Ability</p> <p>Considering the skills and knowledge from above, assess your overall proficiency in each area (low, medium, high). Are there any barriers inhibiting your ability?</p>	<p>To what extent do you have the ability to implement the new skills, knowledge and behaviors? Rank on a 1 to 5 scale. Ability Rank</p> <div style="border: 1px solid black; width: 100px; height: 50px; margin: 0 auto;"></div>
<p>Reinforcement</p> <p>List the reinforcement in your organization that will help you retain the change. Are incentives in place to make the change stick? Are there incentives to not change?</p>	<p>To what degree are reinforcements in place to support and maintain the change? Rank on a 1 to 5 scale. Reinforcement Rank</p> <div style="border: 1px solid black; width: 100px; height: 50px; margin: 0 auto;"></div>

RESULTS

Transfer your scores from each ADKAR phase to the table below. Take a moment to review your scores. Circle those areas that scored 3 or less and identify which is the first area with a score of 3 or less. This first area will be your primary focus – this is the barrier point.

Awareness Rank	
Desire Rank	
Knowledge Rank	
Ability Rank	
Reinforcement Rank	

BAR GRAPH

Create a bar graph below showing your ADKAR change profile. To do so, mark your score for each element and shade the area below the mark to create each bar.

5					
4					
3					
2					
1					
	Awareness	Desire	Knowledge	Ability	Reinforcement

The example below is of a profile with A=4, D=5, K= 2, A=1, R=4. The barrier point is Ability.

5					
4					
3					
2					
1					
	Awareness	Desire	Knowledge	Ability	Reinforcement

Notes

[Click here](#) to navigate to the table of contents

