



Template 6.2.6: Personal Readiness for Change

Purpose

This template assists you to understand levels of personal readiness for change and to assist conversations with individuals and teams to address readiness factors.

How to use it?

Individuals can complete this readiness table. A composite score for the team can also be compiled. Rate 1-5, where 1 = Low and 5 = High. High scores indicate positive levels of readiness.

Identify actions: Based on the outcome of the above, what key actions are needed to increase personal readiness for change? How can concerns highlighted be addressed? What actions require personal follow-up? What actions require attention at team or service level?

People in the service:	LOW 1	2	3	4	HIGH 5
Understand the external forces that are driving the change and the perceived value of the change					
Have been afforded an opportunity to have their say and get involved, have identified what is important to them					
Are willing to let go of the status quo and open to a new future					
Have resolved emotional issues from past changes and recovered from any personal toll these changes created					
Have confidence that decisions regarding the change will be made fairly and justly					
Feel they have a degree of influence over making this change					
Are confident they will get support, access to necessary organisational resources and be equipped with new skills					
Have confidence in the leader's credibility and capacity to manage the change in a collective manner					
Feel they have the ability to make the change a success and fulfil its requirements					
Express a level of urgency about the change, and their ability to respond effectively					
Believe they will be empowered as a result of the change					
Are comfortable with uncertainty and can live with some ambiguity as things unfold					

Adapted from: Ackerman Anderson, L. and Anderson, D. (2010: 81) [3]
People's Needs Defining Change – Health Services Change Guide