

Change Readiness Checklist

Purpose: Use this checklist before implementing new policies, programs, or initiatives to ensure your team and center are prepared.

1. Clarity of the Change

- ☐ Have I clearly defined what the change is?
 - ☐ Can I explain the purpose in one or two sentences?
 - ☐ Have I connected the change to our center's mission and goals?
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2. Team Understanding

- ☐ Have I communicated the change early and consistently?
 - ☐ Do staff know how this change will affect their daily work?
 - ☐ Have I given space for questions and concerns?
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3. Resources & Support

- ☐ Do staff have the training, tools, or time they need to adapt?
 - ☐ Is there a plan for additional support if challenges arise?
 - ☐ Have I identified budget or staffing impacts?
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4. Leadership Alignment

- ☐ Am I (and other leaders) modeling commitment to the change?
 - ☐ Have we agreed on how to reinforce the change consistently?
 - ☐ Is there a clear point of contact for guidance during the transition?
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5. Engagement & Buy-In

- ☐ Have I involved staff in planning or decision-making where possible?
- ☐ Have I highlighted benefits for both staff and families?
- ☐ Have I celebrated "early wins" to build confidence?

6. Monitoring & Follow-Up

- ☐ Is there a timeline for checking progress after the change?
 - ☐ Do staff know how to share feedback on what's working or not?
 - ☐ Is there a plan to recognize successes and adjust as needed?
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 **Tip:** If you can check off most of these items, your center is ready to move forward with confidence. If not, pause to address gaps before rolling out the change.