

Change Readiness Assessment for Leaders

Ask leaders to rate each statement 1–5
(1 = strongly disagree, 5 = strongly agree)



Clarity & Alignment

Strongly Disagree Disagree Neutral Agree Strongly Agree

- I fully understand the purpose and objectives of this change.
- Leadership is aligned on the vision, messaging, and expected outcomes.

☐	☐	☐	☐	☐
☐	☐	☐	☐	☐

Commitment & Sponsorship

- I am personally committed to modelling and reinforcing this change.
- I am prepared to address resistance and champion the change within my team.

☐	☐	☐	☐	☐
☐	☐	☐	☐	☐

Capacity & Capability

- I have the resources, tools, and authority I need to drive this change.
- I have the skills (or access to support) to lead my team effectively through transition.

☐	☐	☐	☐	☐
☐	☐	☐	☐	☐

Communication & Engagement

- I feel confident in communicating the change clearly and consistently.
- I know how to engage my team, listen to concerns, and maintain trust throughout the process.

☐	☐	☐	☐	☐
☐	☐	☐	☐	☐

Scoring & Interpretation

- **32–40:** High readiness. You're in a strong position to guide your team confidently through this change.
- **20–31:** Moderate readiness. You're on the right track, but a bit more clarity or support will strengthen your role as a change leader.
- **Below 20:** Low readiness. Leading this change feels challenging now, but with alignment and resources, you'll be better equipped.



Change Readiness Assessment for Employees

Ask participants to rate each statement 1–5
(1 = strongly disagree, 5 = strongly agree)



Understanding & Awareness

Strongly Disagree Disagree Neutral Agree Strongly Agree

- I understand why this change is happening.
- I know how this change will affect my role and daily work.

☐	☐	☐	☐	☐
☐	☐	☐	☐	☐

Leadership & Support

- I trust leadership to guide us through this change effectively.
- I know where to go if I need support, information, or training.

☐	☐	☐	☐	☐
☐	☐	☐	☐	☐

Motivation & Attitude

- I believe this change will have a positive impact on the organisation.
- I personally feel motivated and open to adapting.

☐	☐	☐	☐	☐
☐	☐	☐	☐	☐

Capability & Resources

- I have the skills and tools I need (or will be given them) to make the change successful.
- I feel confident in my ability to adapt to the new way of working.

☐	☐	☐	☐	☐
☐	☐	☐	☐	☐

Scoring & Interpretation

- **32–40:** High readiness. You're in a great place to take on this change with confidence.
- **20–31:** Moderate readiness. You're getting there, and a bit more support will make the transition easier.
- **Below 20:** Low readiness. This change feels tough right now, but with the right help and guidance, you'll get there.

