



Change Readiness assessment

This activity is designed to help you understand how ready you and your team are for any upcoming changes at Myer. While most accept that change is a constant in today’s world, few leaders recognise that change is a process that can be managed. The focus of this activity is to help you consider some of the elements related to change you might need to consider and assess. Complete the assessment below with a specific change project in mind.

Assessing my capability to lead through change		✓
Level 1	I am against the new change.	
Level 2	I am neither for or against the change.	
Level 3	I am advocating for the change; however, I have no tools or frameworks to use.	
Level 4	I am advocating for the change, with tools to use, however I’m not sure how the change relates to our strategy.	
Level 5	My leadership actions regarding change directly relate to the organisation’s long-term strategy. I am committed, actively sponsoring and communicating change, with my vision matching other change sponsors.	

Comments:

Assessing the level of adoption to change		✓
Level 1	My team is explicitly opposed to the adoption of the programme.	
Level 2	The implementation is not completely finished yet and is not in use by my team.	
Level 3	I have implemented the solution previously but it is not practised by all relevant team members.	
Level 4	My team has actively integrated the change into daily operations and has recognised the benefits.	
Level 5	My team benefits from the daily use or effects of the change.	

Comments:

Assessing team capability to perform in line with the change		✓
Level 1	No training materials and documentation in place.	
Level 2	Systems documentation in place and systems training delivered on adhoc basis without analysis or process knowledge.	
Level 3	Training needs analysis designed; process education defined and systems training delivered.	
Level 4	Training needs analysis completed; process education and systems education delivered.	
Level 5	Training needs analysis completed; systems training and process education designed and delivered; support materials provided; post training assessment complete. Linked to the change vision, benefits, performance measures and ways of working.	

Comments: