



OBSERVATION TOOL *for Change Management*

READY FOR CHANGE?

Now's the Time

This tool, created by Mud and Lotus Consulting, will help you assess your organization's readiness for change. Use it to rank whether or not your team is prepared to make the changes needed to stay competitive and successful.



Take time to thoughtfully rank your organization on the following tool.

This tool is a way for you to understand where your team ranks on Change Readiness, but ultimately, it is a conversation starter. If multiple people in your organization fill in the rankings, this is a way to begin the change conversation.



Observation Tool for Change Management

Please circle a number at the end of each question.

Question	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Resources for employee success are available and accessible	5	4	3	2	1
Everyone from leadership to employee groups uses similar language to celebrate success	5	4	3	2	1
The vision of the organization is clear and revisited often	5	4	3	2	1
Employee retention is high	5	4	3	2	1
Communication within the organization is clear	5	4	3	2	1
Employees have the skills to manage conflict and solve problems	5	4	3	2	1
Equity, Diversity, and Inclusion programs have been initiated	5	4	3	2	1
Anyone can name the values of the organization	5	4	3	2	1

Observation Tool for Change Management Continued

Please circle a number at the end of each question.

Question	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
People in the organization rank high on emotional intelligence	5	4	3	2	1
Employees are coached to lead in a comprehensive manner	5	4	3	2	1
Policies and procedures are clear	5	4	3	2	1
Change has been implemented before with reflection and adjustments	5	4	3	2	1
Communication within the organization is clear	5	4	3	2	1
Many employees have supported changes in the past with enthusiasm	5	4	3	2	1
Employees feel security and consistency with their positions	5	4	3	2	1
Everyone shares information willingly	5	4	3	2	1



Results

A score of 80-64 means your organization is **Change Ready**. You still need to follow models of Change Management, but people will move with you in this change.

A score of 63-48 means your organization is **Change Hesitant**. You will need to work on communication and culture before implementing any major changes. You could start slow with changes and assess the reactions of your employees, but take it slow.

A score of 47-16 means your organization is **Highly Change Resistant**. This is a sign that your organization will need a lot of support for a change. It's best to start at the building blocks of Vision and Values and work from there. Your team needs a base of trust and it does not exist yet.



GET CHANGE STARTED

The most important thing to remember is that **change is possible**. In an organization you can foster a culture where people are willing to change. Change will give your organization an advantage in your market.

Build emotional intelligence in your team members to prepare them for change. Revisit organizational vision and values to support your change initiatives. Your team joined because of those values and they will stay due to your leadership.

**CALL US FOR A CONVERSATION
720-900-1716**

The Mud and Lotus team specializes in Restoring and Repairing Workspaces. If your organization ranked middle or low on this Observation Tool, it is time for a System Assessment performed by our consultants.

Thank You



www.mudandlotus.org

