

Preparing for and Communicating Change

If you choose to embark on transition planning process the organization and the people should be ready for some change. The ability of the leaders in the company to communicate effectively will also help to make any change more acceptable. This section will measure how “change ready” you are. There are more change ready ideas in the Appendix and in the final report.

On a scale of 1-6 using the following legend, please respond to the following questions.

DK - Don't Know/Not Applicable

1 - Strongly Disagree

2 - Disagree

3 - Somewhat Disagree

4 - Somewhat Agree

5 - Agree

6 - Strongly Agree

| | Strongly Disagree | | | Somewhat Agree | | Strongly Agr | |
|--|-------------------|---|---|----------------|---|--------------|----|
| 1. Our people appear to have the ability to manage and adjust to change. | 1 | 2 | 3 | 4 | 5 | 6 | DK |
| 2. We have been through significant change in the past. | 1 | 2 | 3 | 4 | 5 | 6 | DK |
| 3. When change occurs we carefully explain how the change will impact the employees. | 1 | 2 | 3 | 4 | 5 | 6 | DK |
| 4. When change occurs we effectively explain the reasons for the change. | 1 | 2 | 3 | 4 | 5 | 6 | DK |
| 5. We don't like to rock the boat in the company. | 1 | 2 | 3 | 4 | 5 | 6 | DK |
| 6. People are tired of change. | 1 | 2 | 3 | 4 | 5 | 6 | DK |
| 7. We share and exchange ideas and opinions openly without fear. | 1 | 2 | 3 | 4 | 5 | 6 | DK |
| 8. Conflict or disagreement is used productively to achieve better solutions. | 1 | 2 | 3 | 4 | 5 | 6 | DK |
| 9. We have an open door policy. | 1 | 2 | 3 | 4 | 5 | 6 | DK |
| 10. The company solicits and uses employee feedback. | 1 | 2 | 3 | 4 | 5 | 6 | DK |
| 11. The company provides people with the information they need to make good decisions. | 1 | 2 | 3 | 4 | 5 | 6 | DK |
| 12. Important information is readily available to those in need of the information. | 1 | 2 | 3 | 4 | 5 | 6 | DK |

Use your answers to the questions above to help you identify areas of concern for you and your business.