



## Template 6.4.2: Personal Checklist for Change

### Purpose

This checklist identifies some of the factors that are important at an individual level in relation to a person's commitment to engage in a change process.

### How to use it?

Staff may wish to complete this checklist and use the findings as a basis for discussion and action planning at team level.

These are the factors that I need to believe in to support the change	Yes / No
I am clear about the reasons for change.	<input type="checkbox"/> <input type="checkbox"/>
I agree change is necessary.	<input type="checkbox"/> <input type="checkbox"/>
I am clear on the outcomes of the change for service users.	<input type="checkbox"/> <input type="checkbox"/>
I have access to regular information.	<input type="checkbox"/> <input type="checkbox"/>
I have access to information relevant to my role and the role of my team.	<input type="checkbox"/> <input type="checkbox"/>
I have worked out the personal impact of the change.	<input type="checkbox"/> <input type="checkbox"/>
My concerns have been listened to.	<input type="checkbox"/> <input type="checkbox"/>
My concerns have been responded to.	<input type="checkbox"/> <input type="checkbox"/>
I have had an opportunity to influence decisions.	<input type="checkbox"/> <input type="checkbox"/>
I have had an opportunity to be involved.	<input type="checkbox"/> <input type="checkbox"/>
I believe the change is well planned.	<input type="checkbox"/> <input type="checkbox"/>
I am clear on the change implementation Action Plan.	<input type="checkbox"/> <input type="checkbox"/>
Milestones are being acknowledged and celebrated.	<input type="checkbox"/> <input type="checkbox"/>
We are meeting change objectives.	<input type="checkbox"/> <input type="checkbox"/>
I am feeling positive about the future.	<input type="checkbox"/> <input type="checkbox"/>

**Adapted from:** *The Workplace Change Project (2016)* [381]

*People's Needs Defining Change – Health Services Change Guide*