

Change Management Skills Self-Assessment Form

Instructions: Rate yourself on a scale of 1-5 (1 = Needs significant improvement, 5 = Highly proficient) for each of the following statements.

Title: Change Management Skills – Self Assessment Form

Introduction: A change management skills assessment consists of questions and checklists aimed at assessing readiness for change and the potential success of a projects or business decisions implementation. It reviews critical skills like communication, strategic planning, technical skills, management skills, and stakeholder management by examining various factors as we can see below.

Objective: Is to know where we stand and total score in all metrics is approx 345 as highest. More the score more the good provide one can have.

Process: Rate yourself on a scale of 1-5 (1 = Needs significant improvement, 5 = Highly proficient) for each of the following statements.

Tools and Technologies Used: A simple word doc is enough to do this assessment and can be saved as pdf file. This assessment is based on the following articles

<https://www.ccl.org/articles/leading-effectively-articles/successful-change-leader/>

<https://changestrategists.com/how-to-assess-change-management-skills/>

<https://leap.colostate.edu/wp-content/uploads/sites/24/2018/02/Dr.-Hanson-self-assessment.pdf>

Value proposition: Can add value to your portfolio and help others to standout to their audience with showcasing their skills.

Communication Skills:

- I have the ability to clearly articulate my vision and goals: [____]5
- I actively listen to others: [____]5
- I provide effective feedback: [____]5

- I communicate effectively with different stakeholders: []5
 - I can paint a clear picture with my words: []5
 - I ensure everyone is on the same page: [] 5
- Total: []30

Planning and Organization:

- I create detailed change management plans: []4
 - I organize and coordinate change initiatives: []4
 - I manage timelines and resources effectively: []5
 - I ensure careful planning for a smooth process: [] 5
- Total: []18

Leadership:

- I inspire and motivate others through change: []5
- I delegate tasks effectively: []5
- I adapt my leadership style as needed: []5
- I lead through difficult transitions: []5
- I guide teams through transformations: []5
- Total: []25

Flexibility and Adaptability:

- I am comfortable with ambiguity and uncertainty: []5
 - I am willing to adjust plans as needed: []5
 - I am open to new ideas and approaches: []5
 - I can adapt to unexpected challenges: []5
 - I handle unpredictable situations effectively: []5
- Total: []25

Problem-Solving:

- I possess strong analytical thinking skills: []5
- I am good at creative problem-solving: []5
- I make decisions well under pressure: []5
- I can identify problems quickly: []5
- I find efficient solutions: []5
- Total: []25

Resilience:

- I remain calm under stress: []3
- I persevere in the face of setbacks: []4
- I maintain a positive attitude: []5
- I stay focused under pressure: [] 5
- Total: []17

Emotional Intelligence:

- I am self-aware of my emotions and reactions: []5
- I empathize with others' perspectives: []5
- I manage relationships effectively: []5
- I understand and manage my emotions: []5
- Total: []20

Change Management Knowledge:

- I understand change management models/frameworks: []5
- I know best practices for leading change: []5
- I am aware of common pitfalls/challenges: []5
- Total: []15

Critical Thinking:

- I can break down complex problems: []5
- I analyze root causes effectively: []5
- I use data and evidence to support decisions: []5
- I evaluate potential outcomes of different options: [] 5
- Total: []20

Risk Management:

- I identify potential risks: []5
- I evaluate the likelihood and severity of risks: []5
- I develop risk mitigation strategies: []5
- Total: []15

Stakeholder Engagement:

- I build trust with team members: []5
- I foster collaboration: []5
- I facilitate constructive discussions: []5
- I bring different perspectives together: []5
- Total: []20

Implementing New Technologies:

- I understand the impacts of new technology on change: []5
- I guide teams through tech transitions: [] 5
- Total: []10

Organizational Culture Understanding:

- I have a deep comprehension of company culture: []5
- I navigate cultural aspects of change effectively: []5
- Total x 2: []20

Conflict Resolution:

- I address resistance to change effectively: []5

- I navigate difficult conversations and negotiations well: [____]5
- Total x 2: [____]20

Continuous Learning:

- I seek feedback for improvement: [____]5
- I pursue professional development opportunities: [____]5
- I stay updated on change management practices: [____]5
- I am willing to unlearn things that are no longer relevant: [____]5
- Total: [____]20

Performance Evaluation:

- I assess team members' abilities accurately: [____]5
- I identify skill gaps effectively: [____] 5
- Total x 2: [____]20

Project Management:

- I oversee change initiatives from start to finish: [____]5
- I coordinate multiple aspects of change projects: [____] 5
- Total x 2: [____]20

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