

ADKAR Assessment for a Business Change

Using the Prosci ADKAR Model to analyze a change at your workplace will give you insight into where you are in the change process and what steps you can take to thrive and advance professionally in a changing business environment. Complete the worksheet to the best of your ability, rating each element on a scale of 1 (e.g., no awareness) to 5 (e.g., complete awareness).

Briefly describe the change that is being implemented at your workplace. Summarize the key aspects of the change:

Describe your awareness of the need to change. What are the business, customer or competitor issues that have created a need to change?

For each element, rank on a scale of 1 to 5 with 1 being the lowest.

AWARENESS RANK



Review the reasons for change and ask yourself the degree to which you are *aware* of and understand all these reasons.

List the motivating factors or consequences (good and bad) related to this change that impact your desire to change, including compelling reasons to support the change and specific objections to the change.

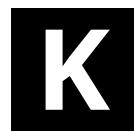
DESIRE RANK



Consider these motivating factors and potential objections. Assess your *desire* to change.

List the skills and knowledge you need to support this change, both during and after the transition:

KNOWLEDGE RANK



Do you have a clear understanding of the required skills and **knowledge**? Have you received training or education in these areas?

Considering the skills and knowledge from above, assess your overall ability to implement this change. What challenges do you foresee?

ABILITY RANK



To what extent do you have the **ability** to implement the new skills and behaviors that the change requires?

What are the barriers inhibiting the organization's ability to realize this change?

REINFORCEMENT RANK



To what degree are you receiving **reinforcement** to support and maintain the change?

List the reinforcements provided by your organization that will help to sustain the change. Are incentives in place to help make the change stick? Are there incentives not to change?

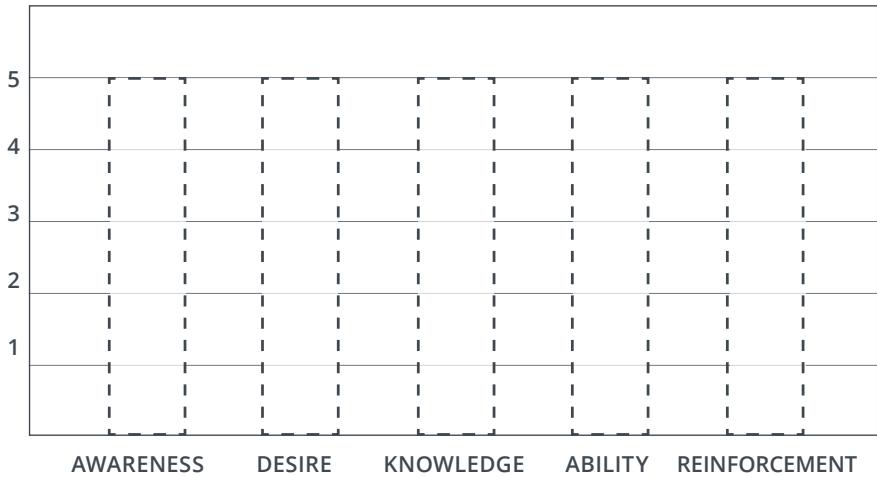
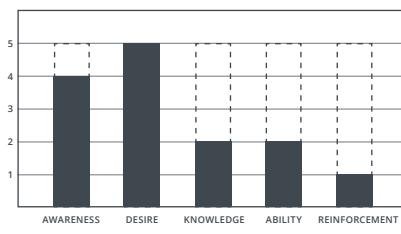
Notes

ADKAR Assessment Analysis

Create an ADKAR profile bar graph and highlight the first element in the ADKAR sequence with a score of 3 (neutral) or less. This first element is your barrier point and must be addressed before you can proceed to the next ADKAR element.

To create an ADKAR profile bar graph, mark your score for each element and shade the area below the mark to create each "bar."

The example below is of a profile with A=4, D=5, K=2, A=2, R=1. The barrier point is Knowledge.



Actions to Achieve ADKAR

What actions can you take to progress past your current barrier point to successfully adopt and use the change?

ADKAR Element	Action
Awareness of the need for change	
Desire to support and participate in the change	
Knowledge on how to change	
Ability to implement the required skills and behaviors	
Reinforcement to sustain the change	

