ADKAR Assessment for a Personal Change

The best way to understand the usefulness of the Prosci ADKAR Model is to apply it to a personal situation. Using a situation you are close to will help you become familiar with the five elements that comprise the ADKAR Model. Begin by identifying a change you are having difficulty influencing another person (a family member, friend, neighbor or work associate) to make. 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). Be sure you select a change that the person isn't adopting, despite your continued efforts to influence them.

Briefly describe a personal change in behavior you are trying to influence a friend, family member, neighbor or work associate to make:

List the reasons you believe this change is necessary:

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

AWARENESS RANK

A

Review the reasons for change and ask yourself the degree to which the person is *aware* of these reasons.

List the factors or consequences (good and bad) for this person that create a desire to change:

DESIRE RANK

D

Consider these motivating factors, including the person's conviction in these areas. Assess the *desire* to change.

List the skills and knowledge needed for the change, both during and after the transition:

KNOWLEDGE RANK

K
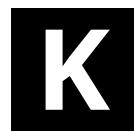
Rate this person's *knowledge* or training in these areas.

Considering the skills and knowledge from above, evaluate the person's ability to perform or act in the new way. Are there any barriers inhibiting their ability?

ABILITY RANK

A

To what extent does the person have the *ability* to implement the new skills, knowledge and behaviors?

List the reinforcements that will help to sustain the change. Are incentives in place to help this person make the change stick? Are there incentives not to change?

REINFORCEMENT RANK

R

To what degree is the person receiving *reinforcement* to support and maintain the 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 the person's barrier point and must be addressed before they 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.
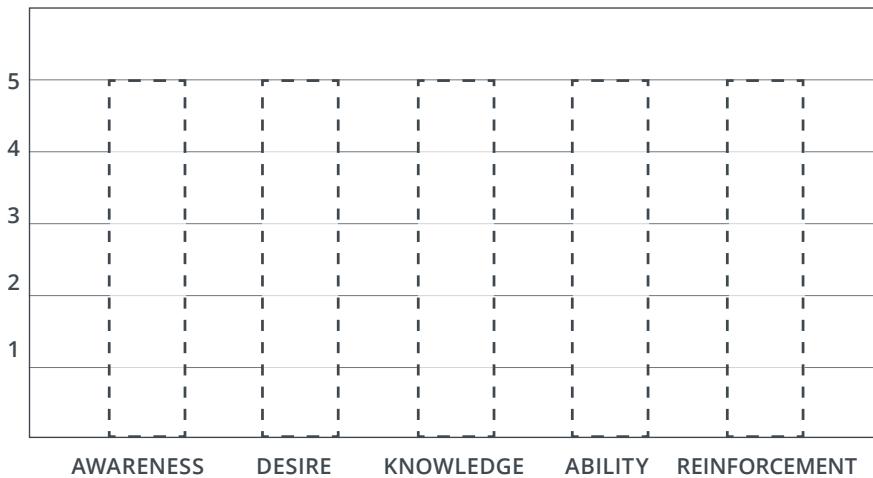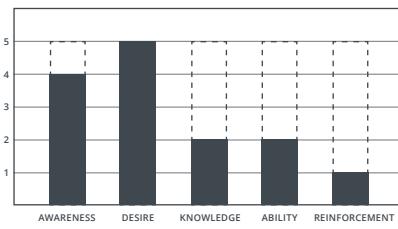
Actions to Achieve ADKAR

What actions can you take to influence the person to progress past their 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	