

Readiness Checklist: Change Management

Before you begin the assessment associated with this course, use the checklist below to ensure that you fully understand the course concepts and can complete the tasks associated with each one.



Define change management.



Identify the different factors that drive change, and understand the conditions and events that drive organizations to change.



Understand and name common obstacles to change.



Identify the people who initiate change or who are involved with implementing change.



Identify the documents created during change initiatives. Define the vocabulary terms associated with change processes.



Know best practices for encouraging and supporting change in an institution.



Summarize the 5 P's of change communication.

continue to next page...



Identify different kinds of change.



Be familiar with the Kotter Eight-Step Process for Change. Outline the steps of the process, the order in which they progress, and what activities occur in each step.



Be familiar with Lewin's Model of Change and its different stages.