Checklist

Change Leadership Capabilities

Self-assessment: <Insert your name>

This self-assessment helps Change Leaders work out their own change capabilities and is not a part of any formal skills assessment. It only takes a minute or two to complete.

**Rating: 1= Strongly disagree. 2 = Disagree. 3 = Neutral. 4 = Agree. 5 = Strongly agree.**

Personal qualities.

| Capability. | Description. | Rating. |
| --- | --- | --- |
| Adaptability. | Accepts new and different situations as a matter of course. | 1 2 3 4 5 |
| Confidence. | Trusts in own abilities, knowledge, and judgement. | 1 2 3 4 5 |
| Creativity. | Comes up with new or different ways of thinking, working or solving problems. | 1 2 3 4 5 |
| Empathy. | Understands the experiences, feelings, and viewpoints of others | 1 2 3 4 5 |
| Good with people. | Can quickly establish a natural rapport with a range of people. | 1 2 3 4 5 |
| Resilience. | Maintains a positive attitude and continues to deliver consistent quality work in the face of challenging situations. | 1 2 3 4 5 |
| Self-awareness. | Is aware of own strengths and limitations, and of the impact that their conduct has on others. | 1 2 3 4 5 |
| Self-control. | Controls own emotions, impulses and behaviours in line with expectations associated with different social situations. | 1 2 3 4 5 |

Mindset.

| Capability. | Description. | Rating. |
| --- | --- | --- |
| Big picture focus. | Considers current situations, challenges, or ideas in the widest possible context. | 1 2 3 4 5 |
| Brokerage mindset. | Looks to create connections between people or endeavours. | 1 2 3 4 5 |
| Collaborative mindset. | Approaches activities, decisions and outcomes from the perspective of working with others. | 1 2 3 4 5 |
| Continuous improvement focus. | Considers activities, decisions and outcomes from the perspective of making things work better. | 1 2 3 4 5 |
| Results orientation. | Uses the ultimate purpose of any given endeavour to provide the basis for decision-making and motivation. | 1 2 3 4 5 |

Contextual knowledge.

| Capability. | Description. | Rating. |
| --- | --- | --- |
| Knowledge about the organisation. | Understands the organisation's purpose, directions, design, and ways of working. | 1 2 3 4 5 |

Practical knowledge.

| Capability. | Description. | Rating. |
| --- | --- | --- |
| Knowledge of organisational management concepts. | Understands principles, practices and standards associated with designing, implementing and monitoring organisational activities, in business-as-usual situations and during times of change. | 1 2 3 4 5 |
| Knowledge of service design concepts. | Understands principles, practices and standards associated with designing, implementing and monitoring ways in which members of the community interact with, and receive benefit from, the public sector. | 1 2 3 4 5 |

Skills.

| Capability. | Description. | Rating. |
| --- | --- | --- |
| Conceptual thinking. | Is able to think about intangible and abstract concepts. | 1 2 3 4 5 |
| Influencing skills. | Is able to affect the beliefs, behaviours or actions of other people. | 1 2 3 4 5 |
| Negotiation skills. | Is able to work with two or more parties to achieve agreement. | 1 2 3 4 5 |
| Presentation skills. | Is able to provide information to a group of people in a formal manner, often using audio-visual materials. | 1 2 3 4 5 |
| Problem solving skills. | Is able to identify and implement solutions to address difficult situations. | 1 2 3 4 5 |
| Stakeholder skills. | Is able to keep interested parties informed about, and engaged with, a particular endeavour, while managing their expectations about outcomes. | 1 2 3 4 5 |
| Strategy Skills. | Is able to determine and articulate an approach to achieve a specific outcome, taking into account ambiguities, difficulties, obstacles, changing circumstances, and consequences. | 1 2 3 4 5 |

**Interpretation.**

The change may not be successful if you are in the ‘strongly disagree’, ‘disagree’ or ‘neutral’ zone for any of these questions.

Consider increasing your capabilities and understanding of change through improving your theoretical and behavioural underpinnings; or speaking to an experienced change manager/leader or undertaking some learning and development program to move yourself into the ‘agree’ or ‘strongly agree’ state.