

Readiness for Change

Executive Checklist

How many of these can you confidently answer “yes” to?

If you can answer yes to all eight, your organisation is on solid ground – with the systems, leadership, and culture needed to make transformation possible.

This checklist highlights the capabilities that leaders put in place before transformation. Use it to assess where your systems enable trust, initiative, and agility.

	YES	NO
1. People & Culture sits at the top table Your most senior HR leader contributes directly to strategy and decision-making.	<input type="checkbox"/>	<input type="checkbox"/>
2. Staff feedback is real – and acted on You gather unfiltered insights (via surveys, focus groups, or listening forums) and use them to shape decisions.	<input type="checkbox"/>	<input type="checkbox"/>
3. Admin is automated – not strategic thinking Routine HR processes like payroll and training are digitised, freeing leaders to focus on people, not paperwork.	<input type="checkbox"/>	<input type="checkbox"/>
4. Values aren’t just posters – they guide decisions Culture is a live conversation. Leadership models values through choices, communication, and behaviour.	<input type="checkbox"/>	<input type="checkbox"/>



YES NO

5. **Leaders show they're still learning**

☐ ☐

Executives talk openly about growth, blind spots, and development – and expect the same of others.

6. **Onboarding builds connection, not just compliance**

☐ ☐

New hires are welcomed into your purpose, culture, and team relationships – not just processes.

7. **Systems are built for trust and autonomy**

☐ ☐

Workflows, incentives, and structure support collaboration, initiative, and accountability at every level.

8. **There's a people strategy for the transformation**

☐ ☐

Culture, trust, and capability are part of the change roadmap – not just communication or compliance.

Organisations with these eight elements in place are well placed to lead change.

If there are areas where your organisation needs advice – talk to TES. We help leaders build the systems and culture to lead with confidence.

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