



Erasmus+



Career Management Skills - A New 'Literacy' for Sustainable Employment  
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## Worksheet 2: ADKAR in practice

### AREA: Horizons

This exercise will help to separate and clarify the key elements of the ADKAR model, in a real life or work setting:

1- Identify a client who despite your best efforts to support them through a change, is not having success

2- Answer the questions below with this person in mind, assigning a score for each question

<b>Brief description of the change the of</b>	
<b>Awareness of the need for change</b>	<b>Score</b>
<b>Desire to make the change happen</b>	<b>Score</b>
<b>Knowledge about how to change</b>	<b>Score</b>
<b>Ability to change</b>	<b>Score</b>
<b>Reinforcement to retain change</b>	<b>Score</b>

### INSTRUCTIONS

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- 1. Awareness** - List the reasons you believe the change is necessary. Review these reasons and rate the degree to which person is aware of them, or the need of change (1 is no awareness, 5 is total awareness).
- 2. Desire** - List the facts or consequences (good and bad) that creates a desire for this change. Rate the person's desire to change, taking into consideration the motivating factors, but also their convictions and any associated consequences (1 is no desire to change, 5 is strong desire).
- 3. Knowledge** - List the skills and knowledge needed to support the change, including if the person has a clear picture of what the change looks like. Rate this person's knowledge or level of training in these areas (1 is no knowledge, 5 is highly knowledgeable).
- 4. Ability** - Considering the skills and knowledge identified previous, evaluate the person's ability to perform these skills or act on this knowledge. Rate this person's ability to implement the new skills, knowledge and competences to support the change (1 is no ability, 5 is very able).
- 5. Reinforcement** - List the reinforcements that will help to retain the change. Are incentives in place to reinforce the change and make it stick? Rate the reinforcements and how they help support the change (1 is not helpful, 5 is very helpful).
6. Once you have completed teh table, take a moment to review the scores. Highlight all areas that scored a 3 or below.

#### FURTHER READING (available only in English)

<http://www.afrissance.com/wp-content/uploads/2017/08/The-Prosci-ADKAR-Model-eBook-min.pdf>