

# Check-up: How do we manage change?

Apply all of these statements to your processes to manage change and crises in your organisation or group, and tick your level of agreement or disagreement with each. This will help you analyse whether your processes are good enough to handle change and crises.

Statements	Strongly agree	Agree	Not sure	Disagree	Strongly disagree	Priority (low/med/high)
Have you recorded your history, decisions and policies so that if key people leave all your knowledge does not leave with them?						
Have you developed 'succession plans' for leadership (that is, have you prepared people to take over as leaders)?						
Do you include change in the planning process?						
Do you review plans to see if they are still relevant?						
Do you stay informed about industry trends and best practice?						
Do you update the skills of staff members through training?						
Do you manage risks properly?						
Have you developed procedures to identify major internal changes in programs and resources?						
Is there good communication between the board, management and staff about how the organisation is developing?						

Do you work together as a team—the board, management and staff—when change is planned or occurring?						
Do you schedule elections of board members so that at least half the members continue each year?						
Have you developed good processes for conflict mediation and dispute resolution?						
Do you use external expertise, mentoring and support to help with change processes?						

There might be other ways to manage change and crises you can add to this list.