Is my patch ready for change?

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| **Primary tool users:** | Transformation Leads and County Commissioners |
| **Others who may find it helpful:** | District Commissioners and Group Scout Leaders later on |
| **Related step of the change process:** | Step 1: [Understand](https://www.scouts.org.uk/about-us/4-step-change-process/step-1-understanding-the-change/) the change |
| **Time to complete:** | 1-2 hours depending on the size of your patch and the number of people/groups within it |

The purpose of this tool

Once you’ve understood and are personally ready to lead change, you’ll be ready to support others in your patch who we need to implement the changes. If you don’t understand the changes yet, [read the summaries of our key focus areas on the Understand page](https://www.scouts.org.uk/about-us/4-step-change-process/step-1-understanding-the-change/) and then come back to this tool.

**By completing the tool, you’ll be able to answer the following questions so that you’re ready to support others implement the changes locally.**

* Who will the change impact in my area?
* Do they understand the change and the need for it?
* Are they motivated to make the change successful?
* Do they know how to practically make the change happen?
* Do they have the skills to be able to adopt the change?
* What challenges might they face and how can we overcome these?

How to use this tool

To find out what you need to know, you could head to local meetings, have informal chats, conduct short surveys have Q&A sessions or however else works for you.

You may feel you know your people in your patch well enough to fill in the tool without exploring further. While this is useful to test your assumptions about what people know and think about upcoming changes, it’s likely to be the least accurate way of using the tool and may lead to challenges later on in the change process.

Use **Part 1** of this tool to help you identify where barriers might exist. For example, if a specific group of people has a lack of desire to change, you can expect them to disengage with the change process and some may openly resist it.

**Part 2** will then help you to prioritise finding ways to overcome any major barriers. If you need more space to fill in the tables, you can create your own one paper, or print out blank versions of Part 1 and Part 2.

Once you’ve completed this tool and know that your patch is ready for change, head to the next step: [Planning the change](https://www.scouts.org.uk/about-us/4-step-change-process/step-2-planning-the-change/).

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| **Part 1: Are people ready for change?** (estimated time 60 - 90 mins) |
|   | Key person/group 1 (yes, somewhat, no) ***E.g. District Commissioner***  | Key person/group 2 (yes, somewhat, no) ***E.g. Group Scout Leaders within this District***  | Key person/group 3 (yes, somewhat, no)   | **Add as many columns as you need!** |
| **Awareness** Do they understand the change and the need for it?  |  *Yes* |  **Aware of it:** *Yes****Understand the need****: No* |   |  |
| **Desire**Are they motivated to make the change successful?  |  *Yes* |  *No* |   |  |
| **Knowledge**Do they know how to practically make the change happen?  |  *Somewhat* |  *Yes* |   |  |
| **Abilities**Do they have the skills to be able to adopt the change?  |  *No* |  *Yes* |   |  |

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| Part 2: What barriers might you face? (Estimated time 90 minutes)**Top tip**: discuss ideas for overcoming challenges with other Transformation Leads, the HQ Change Team, or others who you know have experience in managing change |
| Based on part 1, what challenges are we going to face?  |  How might we overcome these challenges?   |
| *Based on the above, this* ***District Commissioner*** *lack the skills to implement the change locally* | * *Ensure they’re booked onto all available training*
* *Buddy them up with a District who do have the skills for sharing tips*
* *Offer drop-in sessions for those people who are particularly struggling*
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| *Based on the above, overall the* ***Group Scout Leaders within this district*** *are aware of the change but don’t understand why it’s needed and they are not motivated to make it successful*  | * *Have a chat with them about:*
	+ *the benefits of the change – how will it improve things?*
	+ *whether they’re worried about something in particular – how can I support and/or reassure them?*
	+ *share examples of where the change is happening successfully elsewhere*
* Ensure I check-in with them regularly for encouragement and support
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| Add as many additional rows as you need |