

EXECUTIVE REGISTER & MANGEMENT CHANGE ASSESSMENT

Executive Register

| | |
|-----------------------|---------------------------|
| Surname: _____ | Given Names: _____ |
| Address: _____ | |
| _____ | |
| Post/Zip Code: _____ | |
| Phone: Day _____ | Eve: _____ |
| Mobile/Cell _____ | Email: _____ |

| Current/Most Recent Positions | | | | |
|-------------------------------|------|----|----------|--------|
| Company Name | From | To | Position | Income |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Please tick as appropriate according to your specialist knowledge/experience

| | High | Low |
|------------------------|--------------------------|--------------------------|
| Sales | <input type="checkbox"/> | <input type="checkbox"/> |
| Marketing | <input type="checkbox"/> | <input type="checkbox"/> |
| Accountancy | <input type="checkbox"/> | <input type="checkbox"/> |
| Production | <input type="checkbox"/> | <input type="checkbox"/> |
| Business Strategy | <input type="checkbox"/> | <input type="checkbox"/> |
| Management Change | <input type="checkbox"/> | <input type="checkbox"/> |
| Mergers & Acquisitions | <input type="checkbox"/> | <input type="checkbox"/> |
| Financial Analysis | <input type="checkbox"/> | <input type="checkbox"/> |
| Investments | <input type="checkbox"/> | <input type="checkbox"/> |
| Human Resources | <input type="checkbox"/> | <input type="checkbox"/> |
| Export | <input type="checkbox"/> | <input type="checkbox"/> |
| Quality | <input type="checkbox"/> | <input type="checkbox"/> |
| Training | <input type="checkbox"/> | <input type="checkbox"/> |
| Manufacturing | <input type="checkbox"/> | <input type="checkbox"/> |
| Distribution | <input type="checkbox"/> | <input type="checkbox"/> |
| Commerce | <input type="checkbox"/> | <input type="checkbox"/> |
| Retail | <input type="checkbox"/> | <input type="checkbox"/> |
| IT | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | <input type="checkbox"/> |

Please rate yourself : 1 – 10 (10 being the highest)

Analytical skills

Management Change Skills

Selling Skills

State order of preference: 1 – 4 (1 being the highest)

Consultant

Interim/Temporary Management

Director

Employee

Are you:

| | Yes | No |
|---------------------------------------|--------------------------|--------------------------|
| Looking for a new position? | <input type="checkbox"/> | <input type="checkbox"/> |
| Intending to form a business? | <input type="checkbox"/> | <input type="checkbox"/> |
| Already in consultancy? | <input type="checkbox"/> | <input type="checkbox"/> |
| Current Employed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Courses attended in the last 2 years? | | |

Academic/Professional Qualifications

Signed: _____ Date _____

MANAGEMENT CHANGE ASSESSMENT

A true/false test of knowledge or attitudes towards managerial principles and practices. Indicate your answer by marking the box you believe to be correct.

| | T | F | | T | F |
|--|--------------------------|--------------------------|--|--------------------------|--------------------------|
| 1) If a manager cannot size up situations, they will usually introduce changes clumsily. | <input type="checkbox"/> | <input type="checkbox"/> | 20) The notice board is usually a good way to announce changes. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Employees will be more likely to accept change if they can have some influence over its nature and direction. | <input type="checkbox"/> | <input type="checkbox"/> | 21) Employees are more likely to accept change if they are dealt with honestly. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Employees often resist change because they do not understand the objectives of it. | <input type="checkbox"/> | <input type="checkbox"/> | 22) A discussion of the method of introducing the change is often as useful as a discussion of the change itself. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Group discussion is seldom a good way to introduce change. | <input type="checkbox"/> | <input type="checkbox"/> | 23) There comes a point where a manager may have to stop all discussion about a change and simply introduce it. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Talks on the nature of the world in the future is a good way to lower resistance to change | <input type="checkbox"/> | <input type="checkbox"/> | 24) Those who resist change are generally not interested in the change one way or the other. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Employees are more likely to accept change if their ideas on improvements are listened to and used. | <input type="checkbox"/> | <input type="checkbox"/> | 25) Subordinates will be more likely to accept change if only the positive aspects are mentioned. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) No changes will lead to greater long run stability than change itself. | <input type="checkbox"/> | <input type="checkbox"/> | 26) When a change is resisted, the manager who actually introduces it is often at fault. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) Change is introduced best if there is a complete understanding about its end objectives. | <input type="checkbox"/> | <input type="checkbox"/> | 27) Slow introduction of a change usually produces a greater resistance to it | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) Most conflicts between managers are caused by differences in personality. | <input type="checkbox"/> | <input type="checkbox"/> | 28) Supervisors work better if their manager discusses their performance with them. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10) Resistance to change is lower if the manager keeps the drawbacks of the change to himself. | <input type="checkbox"/> | <input type="checkbox"/> | 29) The more technically skilled supervisors introduce change best. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11) Once a change has been announced the maximum possible information should be distributed concerning it. | <input type="checkbox"/> | <input type="checkbox"/> | 30) Employees are more likely to resist change if they know the real reason behind it. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12) Employees are more likely to accept change if they know management is committed to the change. | <input type="checkbox"/> | <input type="checkbox"/> | 31) An often unstated question about a proposed change is "how will this affect me?" | <input type="checkbox"/> | <input type="checkbox"/> |
| 13) Some changes are easier to accept if announced in a formal manner. | <input type="checkbox"/> | <input type="checkbox"/> | 32) Employees work better if they receive rewards for their extra effort. | <input type="checkbox"/> | <input type="checkbox"/> |
| 14) A well-developed plan on paper is only a short step to the plan being well implemented. | <input type="checkbox"/> | <input type="checkbox"/> | 33) Most organizations must change with the times to survive. | <input type="checkbox"/> | <input type="checkbox"/> |
| 15) People will be more likely to change if their personality problems are explained to them. | <input type="checkbox"/> | <input type="checkbox"/> | 34) It is an easy matter to implement changes in rules and procedures. | <input type="checkbox"/> | <input type="checkbox"/> |
| 16) Supervisors are more likely to accept a new manager if a formal meeting or ceremony is used to introduce them. | <input type="checkbox"/> | <input type="checkbox"/> | 35) Changes in company policy should never be discussed in advance of their introduction. | <input type="checkbox"/> | <input type="checkbox"/> |
| 17) Change can sometimes be initially proposed with a suggestion of discipline for resistance to it. | <input type="checkbox"/> | <input type="checkbox"/> | 36) A good argument for rapid change is that the employee would have a shorter uncomfortable period of adjustment. | <input type="checkbox"/> | <input type="checkbox"/> |
| 18) Change is usually resisted if it is seen as being based on personal ambitions. | <input type="checkbox"/> | <input type="checkbox"/> | 37) Change is introduced best if there is little prior discussion about it. | <input type="checkbox"/> | <input type="checkbox"/> |
| 19) Change should always be introduced slowly. | <input type="checkbox"/> | <input type="checkbox"/> | 38) Change is introduced best if as much time is spent on planning the introduction of it as there is on introducing it. | <input type="checkbox"/> | <input type="checkbox"/> |

| | T | F | | T | F |
|---|--------------------------|--------------------------|--|--------------------------|--------------------------|
| 39) Most changes lead to higher productivity immediately. | <input type="checkbox"/> | <input type="checkbox"/> | 61) If subordinates are told the reason for a change, they will be more likely to accept it. | <input type="checkbox"/> | <input type="checkbox"/> |
| 40) Managers resist change less than supervisors do. | <input type="checkbox"/> | <input type="checkbox"/> | 62) Managers should be evaluated by their ability to introduce change smoothly. | <input type="checkbox"/> | <input type="checkbox"/> |
| 41) Employees work better if they are well informed. | <input type="checkbox"/> | <input type="checkbox"/> | 63) Employees usually resist change because they don't understand enough about it. | <input type="checkbox"/> | <input type="checkbox"/> |
| 42) Employees will be likely to accept change when they are able to influence it even slightly. | <input type="checkbox"/> | <input type="checkbox"/> | 64) A manager need only announce what changes are planned and not how they are to be implemented. | <input type="checkbox"/> | <input type="checkbox"/> |
| 43) When introducing change, management should tell supervisors and employees virtually everything concerning it. | <input type="checkbox"/> | <input type="checkbox"/> | 65) Change is introduced best if employees are first taught why they resist the change. | <input type="checkbox"/> | <input type="checkbox"/> |
| 44) An increase in pay is probably the best way to reduce resistance to change. | <input type="checkbox"/> | <input type="checkbox"/> | 66) Whenever possible those affected should be allowed to plan the rate at which a change is introduced. | <input type="checkbox"/> | <input type="checkbox"/> |
| 45) The introduction of a change need not be planned. | <input type="checkbox"/> | <input type="checkbox"/> | 67) A manager should write as many of their own communications as they can. | <input type="checkbox"/> | <input type="checkbox"/> |
| 46) Managers introduce change best if they consider each situation as different and handle it accordingly. | <input type="checkbox"/> | <input type="checkbox"/> | 68) Change is introduced best if a plan of introduction is followed. | <input type="checkbox"/> | <input type="checkbox"/> |
| 47) All change benefits the employee, the supervisor, and the company. | <input type="checkbox"/> | <input type="checkbox"/> | 69) Managers who introduce change should pay particular attention to the technical rather than the human aspects of the change. | <input type="checkbox"/> | <input type="checkbox"/> |
| 48) Employees often resist change because of fear of the unknown. | <input type="checkbox"/> | <input type="checkbox"/> | 70) Important changes are always best introduced in writing. | <input type="checkbox"/> | <input type="checkbox"/> |
| 49) Slow introduction of change lessens understanding about it. | <input type="checkbox"/> | <input type="checkbox"/> | 71) People work best if they have a say in the way they do their work. | <input type="checkbox"/> | <input type="checkbox"/> |
| 50) Participation must involve acceptance by management of employee's suggestions. | <input type="checkbox"/> | <input type="checkbox"/> | 72) Many experiments show that if employees are allowed to set their own output level, they set a higher level than their manager would. | <input type="checkbox"/> | <input type="checkbox"/> |
| 51) Employees should be informed in advance of changes that will affect them. | <input type="checkbox"/> | <input type="checkbox"/> | 73) Change sometimes must be introduced on the basis of "we will do this if you do that." | <input type="checkbox"/> | <input type="checkbox"/> |
| 52) Subordinates often resist change because they have become comfortable with the current situation. | <input type="checkbox"/> | <input type="checkbox"/> | 74) Staff specialists should have the responsibility and authority for introducing changes in line departments | <input type="checkbox"/> | <input type="checkbox"/> |
| 53) Change will be more likely to lead to increased productivity if those affected participate in advance concerning the changes. | <input type="checkbox"/> | <input type="checkbox"/> | 75) Resistance to change is almost always emotional not rational. | <input type="checkbox"/> | <input type="checkbox"/> |
| 54) Changes are best introduced by the personnel department. | <input type="checkbox"/> | <input type="checkbox"/> | 76) Most changes should begin at the top and work down the organization structure. | <input type="checkbox"/> | <input type="checkbox"/> |
| 55) Resistance to change is usually greatest at the employee level. | <input type="checkbox"/> | <input type="checkbox"/> | 77) Employees should not be involved in planning the method of introducing changes. | <input type="checkbox"/> | <input type="checkbox"/> |
| 56) It is often easier to change a group than to change an individual. | <input type="checkbox"/> | <input type="checkbox"/> | 78) Group discussion can be useful in keeping those with minority views in line. | <input type="checkbox"/> | <input type="checkbox"/> |
| 57) Everyone understands what participative management means. | <input type="checkbox"/> | <input type="checkbox"/> | 79) Participation is a sound way to sell employees on an idea about which management has already made a decision. | <input type="checkbox"/> | <input type="checkbox"/> |
| 58) Change will usually be resisted if it is seen as a personal idea of the manager. | <input type="checkbox"/> | <input type="checkbox"/> | 80) The introduction of change is not an important management function. | <input type="checkbox"/> | <input type="checkbox"/> |
| 59) It is generally easier to change your superior than to change your subordinate. | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 60) Resistance to change is increased if those most affected by it are informed in advance. | <input type="checkbox"/> | <input type="checkbox"/> | | | |