***Instructions:*** *a one-page review for the active and involved sponsor in terms of:*

* *Participation in key elements of the change initiative*
* *Supporting change with peers and other managers*
* *Communications*

**Active and involved sponsor**

* Attends and participates in status meetings
* Is present at kick-off meetings
* Attends training sessions
* Holds employees responsible for results
* Clearly defines objectives and assists in setting milestones
* Is involved in decision making
* Ensures that the change has adequate staffing, funding and other resources
* Is accessible to the team
* Ensures that other managers are also accessible to the team

**Supported change with peers and other managers**

* Creates awareness of the need for the change
* Builds support for the change (at all levels – staff to CEO)
* Has clearly communicated expectations to other managers “what, why & how”
* Manages change resistance from other managers
* Ensures that other managers are building support within their own team
* Addresses managements concerns over change
* Frequently updates leadership on status of change

**Communications**

* Effectively communicates why the change is needed and the risks of not adopting the change
* Linked KPIs and financial objectives to change
* Seeks feedback on change initiative
* Is available to answer questions about the change and promotes two-way communications
* Has spoken and voiced her support at key presentations
* Communicates throughout the change process
* Supports managers in communicating consistent message to employees