

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"/>			