



Checklist:

Building Capability for Transformation

A senior leadership guide for planning, reflection and team discussion

This checklist can be used as a supporting resource for our article, **How to Build Capability for Transformation**, or as a tool in its own right.

As a senior leader, you can use it on your own or as part of team or group discussions and reviews to assess and strengthen your organization's ability to deliver successful transformation. It highlights key areas where leadership behaviours, people development, and strategic alignment come together to enable transformation.

1. Strategic Clarity and Alignment

YES

NO

Have we clearly defined the purpose and goals of our transformation?

☐☐

Are our transformation goals aligned with our long-term strategic vision?

☐☐

Is our leadership team unified around a shared understanding of success?

☐☐

2. Leadership Behaviours

YES

NO

Am I modelling the behaviours and mindsets required for transformation?

☐☐

Do senior leaders demonstrate adaptability, resilience and learning agility?

☐☐

How are our leaders supporting and championing the transformation effort?



3. Organizational Capability

YES

NO

Do we have the right skills in place to execute our transformation?

☐☐

Have we identified capability gaps across critical functions?

☐☐

How are we actively developing or acquiring the new capabilities we need (e.g. digital fluency, sustainability, systems thinking)?

4. Talent and Teams

YES

NO

Do we have the right people in the right roles to drive change?

☐☐

Have we communicated what “good performance” looks like in the new context?

☐☐

Are there individuals or legacy mindsets holding us back, and are we addressing this constructively?

5. Culture and Motivation

YES

NO

Are we building a culture that supports learning, innovation and accountability?

☐☐

Do we recognize and reward behaviours that contribute to transformation?

☐☐

Are we creating psychological safety to enable experimentation and honest feedback?



6. Execution and Enablement

How are we resourcing our transformation adequately (time, budget, people)?

How will we remove or streamline legacy processes that hinder progress?

	YES	NO
Are teams empowered with the autonomy and tools they need to act?	<input type="checkbox"/>	<input type="checkbox"/>

7. Monitoring and Adaptation

	YES	NO
Are we measuring transformation progress meaningfully (beyond financial metrics)?	<input type="checkbox"/>	<input type="checkbox"/>
Are we reviewing progress regularly and adjusting based on insight and feedback?	<input type="checkbox"/>	<input type="checkbox"/>

What is our plan to sustain and scale new capabilities long-term?