

# Ready to Implement Toolkit

## Program Leader Guide

### Getting Started with Readiness



Advancing Evidence.  
Improving Lives.

As a leader, it is important to intentionally prepare when introducing anything new to your program. Preparing to introduce the *Ready to Implement Toolkit* so that you can engage in readiness thinking is no different. This preparation can help you communicate effectively and prepare your program for success. In this guide, we share tips on how to prepare to introduce the toolkit and readiness thinking to others in your program.

**Tip 1** **Strengthen your personal understanding** of what readiness is and why it is important so that you can communicate the value of readiness thinking to others.



**Tip 2** **Familiarize yourself** with the *Ready to Implement Toolkit* so that you can highlight how it works and the resources that will support your team in building readiness.



**Tip 3** **Schedule time with all team members**, whether individually or in a group, to discuss why you are engaging in readiness thinking. This process ensures that the whole team is unified in its thinking, and no one is omitted from the conversation.



**Tip 4** **Seek input** from your team about whether and how readiness thinking can support staff. Actively respond to concerns to ensure that everyone is heard and understood.



**Tip 5** **Create safe spaces** for your team to learn about readiness and make sure that this learning is part of their scheduled workday. We strongly advise against tying the toolkit to any forms of accountability; rather, readiness thinking should be approached formatively, similar to a continuous improvement process.



**Tip 6** **Consider the capacity** of your team. If your team does not have the time, resources, or mental capacity to engage in readiness thinking, they also may not have capacity to engage in something new.



For more information on introducing your team to the *Ready to Implement Toolkit* and readiness thinking, we recommend reviewing our suite of Program Leader Guides, including *Q&A for Engaging Your Team in Readiness* and the *Discussing Results with Your Team*.