



Change Management

1 day Instructor Led course on site

Who Should Attend

This course is intended for business leaders who are responsible for managing organizational change and maintaining employee performance.

Prerequisites

None.

Learn to Apply the Guiding Principles of Change Management

With constantly shifting global economies and technological developments, businesses must constantly change and adjust to exploit opportunities. Companies no longer have the luxury of remaining the same. Therefore, managers must constantly prepare for and implement change, guiding their employees through periods of transition.

Course Highlights

Change Management course teaches participants how to develop the skills to proactively address change and meet the challenges of transition in the workplace.

Participants will learn how to overcome the problems encountered when making changes in your organization. Participants will also learn how to develop the ability to effectively handle organizational changes by examining the transition process and understanding their own, and others', needs and responses to each phase.

What the Course Provides

Change Management involves participants to work to overcome the problems encountered when making changes in your organization. Participants will also learn how to develop the ability to effectively handle organizational changes by examining the transition process and understanding their own as well as the needs of others, with appropriate responses to each phase.

What Participants Learn

Upon completing this course, participants will be able to:

- plan for change.
- learn to communicate change.
- manage the impact of change on your team members.
- successfully implement changes at work.

Course Outline

Fundamentals of change management
 Basics of change management
 Importance of change
 Leading change

Change process
 Steps of a change process
 Analyze a situation
 Choose an action
 Implement the action
 Monitor the progress

Obstacles to change
 Resistance
 Complacency
 Crisis

Managing change
 Creativity
 Commitment
 Communication

Adapting to change
 Truths and misconceptions
 Factors affecting response
 The endings phase

Coping with uncertainty
 The exploration phase
 Managing the exploration phase

Moving forward
 The new beginnings phase
 Management of the new beginnings phase

Course Materials

Each participant receives a manual for after class reference and review.