

Change management

Overview

Course duration: 2 days and one day option **Ref:** CM

Change is constant in every organisation but the extent to which it is embraced or resisted will have a great deal to do with how it is introduced and managed.

This course seeks to assist those instrumental in the change process from a strategic to a supervisory level, This course will provide practical steps in how to deal with change effectively. Allowing participants to explore their own situations identifying the barriers and manage the change process successfully.

Participants will leave this course with a personal action plan outlining and supporting the process they will follow.

Who is it for?

Suitable for managers and senior managers who have the responsibility for leading and implementing change.

Course Overview

- ✔ The impact of change
 - Why do things keep changing?
 - Identifying different types of change
 - Appreciate the complexities of change
 - The phases of change
 - The rules of change

- ✔ Planning for impending change
 - The main components of change
 - Who will be affected? And How?
 - Using the change cycle
 - Your culture and how it will impact on change

- ✔ Encouraging buy-in; dealing with resistance
 - Agreeing and clarifying the messages
 - Gaining increased confidence and motivation
 - The importance of clear communication

- ✔ Managing others through changes in the workplace
 - Building and maintaining good working relationships
 - Objective planning, monitoring and measuring
 - Action planning

What will I learn

- ✔ Appreciate the complexities involved in change management
- ✔ Recognising barriers to effective change and the barriers for your organisation
- ✔ Practical tools to make potentially difficult situations easier to manage
- ✔ Engage with others to build commitment
- ✔ Clear objective goal setting and defined action plans to implement on return to work
- ✔ Project confidence throughout the change process