

Change Management

DURATION: A one day course

SUITABLE FOR: Managers, HR practitioners and anyone who is responsible for implementing, guiding and managing change. It will help to develop your skills and knowledge in effective change management tools and techniques.

COURSE OUTLINE:

OBJECTIVES:

By the end of the course delegates will be able to:

- set event aims and objectives
- Gain a better understanding of the drivers for change
- Understand why your staff might resist change
- Gain knowledge of tools and techniques to analyse and overcome the barriers to change
- Understand which steps need to be taken to ensure change is managed and implemented effectively
- Assess the change situation in your own organization and create an Action Plan

PROGRAMME:

Introduction & Workshop Objectives

- What are we going to cover?
- What are my priorities for the day?

Setting the scene

- Definition of change
- The drivers for change

Resistance to change

- How do individuals deal with and adapt to change
- Why people resist change

Barriers to change

- Tools to help analysis of possible obstacles
- Using Force Field Analysis
- How can you overcome the barriers

Managing and implementing change effectively

- How can you achieve a positive outcome
- Six Steps to effective change
- Practice this model

Putting it all into practice

- Assess your own change situation
- Using these tools to manage and support the change in your organisation

Conclusion

- Recap of what has been learned
- Creating an Action Plan