

Change Management

Overview

Managing change successfully is an essential management skill in today's fast-paced business world. This course introduces participants to a range of change management principles, practices and techniques, to ensure that implementation of change is successfully and seamlessly managed throughout the organisation.

Target Group

This course is aimed at Managers, Supervisors and Team leaders who are responsible for planning, implementing and managing change.

Objectives

By the end of this course delegates will be able to;

- Understand why change is so important
- Understanding of the impact of change
- Prepare for impending changes
- Identify effective methods for overcoming difficulties
- Manage others through changes in your workplace
- Build and maintain good working relationships
- Gain increased confidence and motivation

Course Content

Below is an overview of the topics that can be covered. (Please note that if this course is delivered on an in-house basis, the content can be tailored to meet your specific requirements and address any issues you may have.)

- Introductions and Personal Objectives
- Understanding how personality affects people's reaction to change
- The principles of change management
- Methods of planning for change
- Gaining commitment and accepting change
- The effect of different leadership styles on the change process
- Identification of human factors
- Identification of financial factors
- The importance of involving people and working together as a team
- The benefits of change and the consequences of not changing
- The role of effective communication
- The "ripple effects" of change throughout an organisation
- Barriers to change – how to identify them and other difficulties
- Change fatigue and its adverse effects
- The role of change in the survival and prosperity of organisations
- Direct and indirect aspects of change – human and financial effects upon other people, departments and organisations
- Review of the day

Outcomes

Each delegate will receive individual feedback and will be asked to complete a personal action plan to identify key changes to implement and skills to practice.