

This interactive one day workshop is designed for Managers or anybody who is responsible for planning change and managing people through the change process.

Whilst it is generally recognised that change is a necessity in business, poorly managed change initiatives can be counter-productive and damaging. This course will provide tools to plan and facilitate effective change and identify and assess the human and financial implications for organisations, teams and individuals. Delegates will be taken through the 'change curve' and the different stages of change and provided with all of the necessary tools to manage a change process. This course will help to increase awareness, provide the skills to gain buy-in to change programmes and generate a more productive environment in a changing organisation.

This is a practical, interactive workshop providing all delegates with a forum to discuss, debate and share their experiences with other managers facing similar challenges.

■ Course Outline

What is Change?

- The reasons why change happens
- Looking at factors that bring change
- How change affects organisations and people
- People's attitude to change

Planning & Implementing Change

- Principles of change management
- Role of change in an organisation
- Planning change
- How to prepare the organisation for change unfreeze, change, refreeze
- The role of a Change Agent
- Key management styles
- The key elements of communicating change and overcoming resistance
- Minimising barriers to change
- Benefits of change

Managing Change

- Why does change fail?
- Effects of change on individuals/teams/organisation
- Managing people through change The change curve & 5 stages
- Action planning

