

## Change Management - A guide to implementing change

### Duration:

Two Days

### Objective

Good Change Management needs key people within your organisation to develop the skill and insight that will make a difference to the way things happen around them. The aim of this programme is to identify strategies and actions that will help managers, team leaders and their staff implement vital change whilst continuing to run the day-to-day business.

### Contents

Overview of work and change: The 'big picture' and taking responsibility in this context

Individual change

- Using the change curve to recognise and understand our experience and needs in relation to change
- Identifying what we can learn from this to help maintain performance levels for ourselves and our teams

Management of change

- What managers need to do to keep day-to-day business productive; the skills needed to implement change

The change journey

- Designing your own 'tailor-made' processes for change

Fit for change

- Coping with the balance of supports and demands including the work-life balance
- Overcoming the barriers to building support and sustainability

Communicating through change

- The importance of regular communication
- The benefits and disadvantages of different methods

Effective Processes and Positive Behaviours

Real life situations and case studies

- Problem solving action sessions

### Who should attend

For Middle Managers, Team Leaders and those responsible for delivering change in an organisation.

### Course benefits

Understand and explain the process of change

Identify the changes you are currently experiencing and link them to the change process

Develop at least three strategies for implementing change successfully

Work out a holistic approach for yourself and your team so that health and efficiency are sustained

Produce an action plan that will help you and your team progress and deliver results through change

### Additional information

Our Change Management Training programmes can be tailored as in-house programmes to help address specific issues within your organisation.

### Certificates

All delegates who successfully complete this course will receive a certificate of attendance.

### Trainers background

The trainer for this programme has extensive experience in design and delivery of project management training and has also been

involved in the delivery of a variety of medium and large scale projects within the private and public sectors. He has been successfully delivering Project Management and Inter-personal skills training for over twelve years and is one of Cosensa's Principal Management Skills Trainers.