



CHANGE MANAGEMENT

Course Template

Outcome:

Managers and supervisors will be able to lead staff more effectively through change and also improve their own ability to manage change.

Target Audience:

Managers and supervisors (ideally 12 to 16 participants)

Methodology:

Facilitator led (including skills practice, experiential exercises, etc.)

Duration:

One day

Objectives:

On completion of the training, participants will be able to:

- recognise the inevitability of change, and typical reactions to change
- realise that reactions such as resistance and denial are a normal and natural part of the process of dealing with change
- understand how their values, perceptions, self-confidence and typical reactions to change affect their ability to manage change
- understand and accept the notion that we always have choices
- employ strategies that will help themselves and their staff deal more effectively with transition through major change

Key Content:

- the existence of continual change (“change isn’t what it used to be”)
- the significant changes in your life, and how you reacted to them
- how your staff deal and have dealt with change
- typical/normal reactions to change
- values, perceptions and self-confidence - how we deal with change
- you always have choices!
- is your change a threat or opportunity (or both)?
- managing the transition of your staff and yourself through change
- action plan

Comments by Participants:

- *Learning goals were met/exceeded by all participants (31 in two courses)*
- *Lots of valuable content – great presentation*
- *Course benefited me tremendously*
- *Aspects I hadn’t considered – useful frameworks/checklists*
- *Now have greater insight, more strategies, and clarified some work situations in hindsight*
- *Highlighted importance of preparing for change*
- *A lot of good information presented on how to cope and assist others*
- *My objectives were met, with a couple of welcome additions*