

Communicating and Implementing Change with Teams



Overview

People play a key role in the success (or failure) of implementing change. Consequently it is important to understand how to engage them with the benefits of change and also understand what barriers there may be to making the changes. This workshop combines the practical elements of the Kotter and Prosci change implementation models, using the acronym 'VADKAR', to help leaders plan a successful change implementation that involves teams and individuals.

Who is it for?

The workshop is designed for organisations and leaders that have a change initiative planned and want to maximise the involvement of teams/individuals through the communication and implementation of the change project.

Learning Outcomes

After completing the programme participants will;

- Understand the communication and implementation steps to ensure employee engagement with the change project.
- Understand an approach to assess readiness for change
- Understand an approach to capture potential barriers to change

Communicating and Implementing Change Workshop Content

"ADKAR"

- **Awareness and Readiness for Change**
 - Translating the vision into implications for teams and individuals, with timescales and next steps.
 - Communicating and explaining the need for change and how this will help the business or team
 - Assessing awareness and readiness to change.
- **Desire**
 - Translating the change into meaningful terms and helping to answer "What's in it for me?"
 - Identifying practical barriers preventing the change
- **Knowledge**
 - Identifying knowledge required for staff to make the changes and planning when training should happen.
- **Ability**
 - Converting knowledge to capability with coaching and hand on practice
- **Reinforcement**
 - Establishing the new habits with processes and reinforcement to prevent 'slipping back' to old habits.
 - Identifying the need to provide additional awareness/training/
 - Measuring success and positive recognition

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Benefits

- Increase the probability of successfully implementing business changes
- Develop and sustain employee commitment and alignment with organizational purpose during times of change.
- Integrate change planning within the project planning process.

Duration

- 1 day workshop

Location - The Nunnery, Douglas

Cost for Communicating and Implementing Change Workshop = £250 (+ VAT)

Note;

- This workshop can be run internally for project/business change managers that are planning a change initiative
 - The Change vision has already been identified
- The workshop would include time to plan the steps of employee communication and implementation;
 - Awareness and Readiness for Change
 - Desire
 - Knowledge
 - Ability
 - Reinforcement
- 2 * 1/2 day sessions

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Application Form

1. Course Details

Communicating and Implementing Change Workshop (1 day)

£ 250 (+VAT)

2. Personal and Contact Details

Title _____ Full Name _____

Male Female Date of Birth _____

Job Title _____

Organisation _____

Address _____

_____ Postcode _____

Daytime Telephone _____

Email _____

3. Why do you wish to attend this workshop?

Please include details of any specific challenge or development need that you hope to address during this course.

4. Please give brief details of your current role:

5. Emergency Contact(s)

Name(s) _____

Relationship to You _____

Telephone(s) _____

6. Training and Development Contact

Please provide details of the primary person responsible for Training and Development in your organisation.

Title _____ Full Name _____

Job Title _____

Daytime Telephone _____

Email _____

7. Payment Details

Your Source(s) of Funding:

Self Employer Other

Invoicing Details (if different to your address in Section 2)

Title _____ Full Name _____

Job Title _____

Organisation _____

Address _____

Postcode _____ Reference _____

8. Declaration

I declare that the information given on this form is correct.

I understand that end2endacademy is the trading name of Perfectnow and

I will be invoiced by Perfectnow Ltd, who administer and deliver the course.

I agree to abide by the quality procedures and examination rules and regulations of end2endacademy and APMG.

Applicant's Signature _____

Date _____

Please return completed forms to:

Email: info@end2endacademy.com

T: +44 (0)7624 471420

Mail: Peter Ginty, Perfectnow Ltd, The Nunnery, Old Castletown, Douglas, IM2 1QB