



Change Management Programme with Foundation exam option

Managing Change Overview

Dealing with change and more importantly, the impact of change is a high priority for all organizations. This workshop covers the key organisational change models and approaches for implementing change. 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 resistance they may have to making the changes.

Who is it for?

This programme is designed to provide the Change Management capability for those people that will be involved in managing change projects that will impact people.

- This would include those acting as Project Managers and the Department managers / Team leaders that will be impacted by the changes

Learning Outcomes

After completing the programme participants will;

- Have completed a thorough review of the most important literature in organisational change management.
- Understand the key Organisational Change Management models and approaches for implementing change.
- Be able to assess Change readiness within an organisation.
- Be able to apply the most appropriate change approach to use depending on the scenario.
- Understand the sources of resistance when implementing change and how to manage them
- Be able to manage stakeholder engagement and implement a communications strategy for the change initiative.

Programme Content

The programme is delivered in 3 * ½ day modules over 3 weeks .

1. Module 1 - Change and the Organisation (1pm to 5.30pm)

- Understanding the nature, style and scale of change
 - Incremental or transformational
 - Proactive or reactive, collaborative or coercive
- Understanding the change models available to manage change
 - Planned and emergent change approaches
- Organisational Culture
 - Understanding organizational culture and applying the most relevant implementation approach for the change initiative
- Be able to apply within a particular scenario the models/tools and approaches relating to organizational change;
 - Understanding organizational culture and applying the most relevant implementation approach for the change initiative
 - Understanding when and how to use a 'planned change' and an 'emergent change' approach.
 - Understand the roles and responsibilities required that a change manager needs to ensure are resourced effectively.



2. Module 2 - How Individuals and Teams Respond to Change Workshop (1pm to 5.30pm)

- Understanding Change Readiness within the organisation
- Identifying and understanding the sources of resistance to change
- Understanding how individuals respond to change;
- Understand how to assess team effectiveness and work with individuals/teams to improve motivation and performance
- Be able to apply within a particular scenario the models/tools and approaches relating to individual change
 - Factors likely to affect the motivation of individuals engaged in change and how to encourage their involvement in change.
 - Individual responses to a change situation approaches to maximise engagement.

3. Module 3 - Stakeholder Engagement and Change Implementation Workshop (1pm to 5.30pm)

- Understand the principles, approaches and models relating to communication and stakeholder engagement
 - Understand how to use stakeholder engagement during the change initiative
- Communicating and engaging stakeholders
- Managing the Change Project Implementation
 - Phases of Change
- Be able to apply within a particular scenario the models/tools and approaches relating to communication and stakeholder engagement;
 - Understand how to implement a communications strategy for the change initiative.
 - Understand how to assess the impact of change, likely cause of resistance and identify actions to address them.

Accreditation

There are three accreditation options with this programme;

1. No accreditation
 - Just attend the modules to understand the Organisational Change methodology
2. APMG Change Management Foundation
 - The Foundation exam uses 'The effective Change Manager's Handbook' as the reference body of knowledge.
 - Foundation exam consists of multiple choice 40 min duration
 - Four sections, total of 50 questions
 - 25 marks required to pass (out of 50 available) – 50%
 - To prepare for the Foundation exam we run a tutorial to;
 - Reference the Foundation syllabus areas of the manual
 - Provide practice Foundation exam papers
 - We are evaluating an online APMG Change Management Foundation Module and have negotiated group access for a temporary period of time. This module usually costs £300 (+VAT)
 - This access is free whilst we evaluate it. The module covers the APMG Foundation syllabus and practice questions.
 - APMG Change Management Foundation accreditation costs



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- The effective Change Managers Handbook = £35 (+VAT)
- APMG Foundation exam cost = £230 (+VAT)
- Temporary access to APMG Change Management Foundation Module = £free
- We will be running a Practitioner workshop and exam next year for those that want to progress to the Practitioner level.

3. Chartered Management Institute Level 7 Award

- This course is one of 5 modules delivered within the Chartered Management Institute Level 7 Diploma in Strategic Management and Leadership. This is a Masters level accreditation for aspiring senior managers that want to develop their strategic management and leadership capability to lead business improvements within their organisations or departments.
- After completing this course you have the option of achieving the CMI L7 accreditation for the Implementing Organisational Change Strategies Module.

Workshop Dates

Change Management Foundation Programme Workshops

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| • Change and the Organisation Workshop | 20 th April 2021 |
| • How Individuals and Teams Respond to Change Workshop | 27 th April 2021 |
| • Stakeholder Engagement and Change Implementation Workshop | 4 th May 2021 |

Location - The Nunnery, Douglas

Costs (please note VAT applicable to all costs)

1. Change Management Foundation Programme Workshops = £490

- Change and the Organisation Workshop
- How Individuals and Teams Respond to Change Workshop
- Stakeholder Engagement and Change Implementation Workshop

Optional National Accreditations

2. APMG Change Management Foundation accreditation = £265

- The effective Change Managers Handbook = £ 35 (+VAT)
- APMG Foundation exam cost = £230 (+VAT)
- Temporary access to APMG Change Management Foundation Module = £free

3. Chartered Management Institute Level 7 award accreditation = £125

- Unit 7005 - Implementing Organisation Change
- CMI registration and membership fees

The course and APMG Change Management Foundation accreditation are eligible for the VTAS grant assistance of upto 30%.

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Application Form

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| 1. Course Details <input type="checkbox"/> Change Management Foundation Programme (3 modules) £ 490 (+VAT) | |
| Optional accreditations | |
| <input type="checkbox"/> APMG Change Management Foundation accreditation £ 265 (+VAT) | |
| <ul style="list-style-type: none">• The effective Change Managers Handbook• APMG Foundation exam cost | |
| <input type="checkbox"/> Option to gain the Chartered Management Institute Level 7 award accreditation £ 125 (+VAT) | |
| <ul style="list-style-type: none">• Implementing Organisation Change | |
| 2. Personal and Contact Details Title _____ Full Name _____ <input type="checkbox"/> Male <input type="checkbox"/> Female Date of Birth _____ Job Title _____ Organisation _____ Address _____ _____ _____ Postcode _____ Daytime Telephone _____ Email _____ | 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 _____ |
| 3. Why do you wish to attend this workshop? <small>Please include details of any specific challenge or development need that you hope to address during this course.</small> | 7. Payment Details Source(s) of Funding: <input type="checkbox"/> Self <input type="checkbox"/> Employer Invoicing Details (if different to your address in Section 2) Full Name _____ Job Title _____ Organisation _____ Address _____ _____ _____ Postcode _____ Reference _____ |
| 4. Please give brief details of your current role: | 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 _____ |
| 5. Emergency Contact(s) Name(s) _____ Relationship to You _____ Telephone(s) _____ | |

Please return completed forms to:
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