

## CHANGE MANAGEMENT - UNDERSTANDING CHANGE (90 MINS)

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**COURSE LENGTH: 0.1 DAYS**

While many people find it difficult to deal with change in the workplace, the concept of continuous improvement should be embraced and used for the growth of any organisation. And continuous improvement almost always requires some form of change to internal systems and processes that people have become comfortable with. An organisation that plans and prepares for change is better able to overcome these challenges and implement improvements as required.

Internal changes should be implemented after the creation of the new strategy or system, however most organisations and/or employees are not prepared for internal changes to policies or external strategies. Hence the requirement for change management training is commonplace in most industries.

The PD Training Change Management Training Course provides participants with training and development in each step of the change process including the planning and preparation stages and the communication and implementation stages. Being prepared for the changes allows your organisation to grow steadily in spite of the potential pushback by staff. If everyone is included in the change process, the staff will experience much less frustration, stress, attrition, etc.

This practical, professional development training course in Change Management is available now throughout Australia, including Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra and Perth. Click on the buttons above to register for a public course or to get a free quote for an inhouse/onsite training event delivered at your preferred location.

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## CHANGE MANAGEMENT - UNDERSTANDING CHANGE (90 MINS) COURSE OUTLINE

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### FOREWORD

Change is a constant in many of our lives. All around us, technologies, processes, people, ideas and methods often change, which affects the way we perform our daily tasks and live our lives. This Change Management workshop will give any leader the tools to implement changes more smoothly and to have those changes better accepted. This workshop will also give all participants an understanding of how change is implemented and some tools for managing staff's reactions to change.

Change Management Training is important in today's professional world as organisational change is more the norm rather than the exception. More than ever, work roles and organisations are in a state of flux with changes in structure, re-deployment, return to work, redundancy and personal crisis. Hence it is important to understand the change management process and learn some important change management tools.

Change takes place on three different levels:

- the Individual
- the Team
- the Organisation

Organisational change management has to happen at all three levels, as they are directly interrelated.

This **Change Management** Training Program is geared toward teaching the change management process as well as providing you with some change management tools and principles that can support managers, consultants and other change facilitators to fulfil their mission; to initiate and sustain change/improvement processes.

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### OUTCOMES

#### In this course participants will:

- Learn about effective change management strategies
- Understand and recognise individual motivators for change and how to use them
- Recognise that everybody's personal change journey will be different
- Develop a change management and communications plan

- Gain skills required to lead a change project, celebrating a successful change and sharing the benefits and results with all staff
  - Master strategies to align people with change, appealing to emotions and fact
  - Understand the importance of resiliency in the context of change
  - Learn to foster resiliency throughout a change project
  - Understand the importance of flexibility and how to foster this strategy throughout a change project
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## MODULES

### Lesson 1: Getting Started

- Workshop Objectives

### Lesson 2: Preparing for Change

- Causes of Organisational Change
- Why Do We Need Change?
- Reflection

### Lesson 3: Understanding Change

- The Change Curve
- Stage 1 Status Quo
- Stage 2 Disruption
- Stage 3 Exploration
- Stage 4 Rebuilding
- Review Questions
- Understand Yourself - REACH Profile Review
- Understand Yourself and Your Team - Personal Style Markers

### Lesson 4: Building Resilience

- What is Resilience?
- Why is it Important?
- Five Easy Steps to Building Resilience
- Reflection

### Lesson 5: Building Flexibility

- What is Flexibility?
- Five Easy Steps for Building Flexibility
- Reflection

### Lesson 6: Wrapping Up

- Words from the WiseData
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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)