

# Change Management



This course is to provide participants with practical skills to enable them to initiate and lead change in a positive and effective way.

The objectives of the workshop are enable participants to analyse the sources and Importance of change and use it to plan for success, to follow a structured approach to managing change, to understand individual responses to change and to identify the reasons for resistance to change and explore ways to minimise these.

## Who should attend?

Individual contributors, Managers and Supervisors

## Certificate

Certificate of attendance shall be issued to all the delegates attending entire duration of the training course.

**Duration:-** 2 Days

## **Registered & Head Office-**

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## Course Contents:

1. Fundamentals of change management
  - Basics of change management
  - Importance of change
  - Understanding resilience
  - Understanding negative reactions
  - Easing the tension
2. The change process
  - Steps of a change process
  - Analysing the situation
  - Understanding the aspects of change
  - Choose and implement action
  - Motivating employees
  - Preventing failure
  - Monitor the progress
3. Adapting to Change
  - Understanding the transition process
  - Coping with Uncertainty
  - Managing uncertainty
  - Management of the new beginnings phase
  - Understanding communication guidelines
4. Successful Change Management Positioning [Individual &Organizational Level]
  - The three-phase Positioning Process - preparing for Change, Managing Change, Reinforcing Change.
  - Role of managers, supervisors and senior officers in changing.