



How to Manage Change

Course Outline



Your business outcomes are our priority. Proving impact in real time.

Aim

To understand the importance of strategically leading change in an organisation. Ineffective change management leads to a breakdown of strategy which in turn impacts negatively on the outcome. From a leadership perspective the specific circumstances that go along with change need to be identified, understood and effectively addressed.

What Others Had to Say About this Course...

As usual I am taking home so much to work with. Thank you for making it so relevant to my organisation.

– Cecil, SA Metal

Who Should Attend this Course?

This course will benefit emerging and seasoned Supervisors, Managers, and Leaders.

Outcome

The delegate will be able to demonstrate and implement a better-planned and formalised way forward, managing change whilst retaining and/or increasing productivity.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
115407	5	10	Apply the principles of change management in the workplace

The unit standards above are an indication of the content of the workshop. Our workshop theories are designed to include the outcomes recommended by SAQA US IDs.

Duration: 2 Days

Content

Topic	What You Will Learn
What is Change Management and How Managing Change Achieves Results	• Defining change management • The effect of change • What to consider prior to implementing change?
The Nature of Change	• Approaching change from an organisational change perspective • Approaching change from a team change perspective
Reactive and Proactive Change	• Investigating both reactive and proactive organisations • Investigating leadership styles • Put it into practice
A Model for Effective Change Management	• Beer et al model for change • Bullock and Batten model for change • Put it into practice
The Individuals' Process of Resistance to Change	• The filter of the mind • How our perceptions are formed • How we behave when faced with change
Top Ten Reasons for Resistance to Change and How to Overcome Them	• Top ten reasons people resist change • The reason and the leadership approach that should be used • Overcoming resistance through persuasion
Preparation and Planning	• Aligning to principles/vision and mission
Ways to Manage the Risk	• Main areas of conflict in the workplace • Identifying inherent risks • A third dimension of costs and risks • Putting a risk register together

Optional Purchases

When ROI and Implementation Matter

At Staff Training, we understand that each individual and/or organisation has unique needs and goals. We have developed a range of valuable, but optional purchases to maximise your training outcomes:

SETA Accredited Training Options

Most of our workshops are aligned with SETA Accredited unit standards, or you can opt for the fully accredited version of your workshop choice. This includes a certificate of competence when successfully completed. All other certificates are certificates of attendance.

The Afterburner

Afterburners are additions to selected workshops. These continued learning courses include a re-cap of material covered during the workshop and continue to expand on both knowledge and skills development for the workplace.

Skills Check

Skills Checks are extremely useful in the measurement of ROI of soft skills training. This tool is structured to help the learner improve on the implementation of new skills through a goal-driven process of accountability and reflection.

LevelUp Coaching

A 2-hour, one-on-one coaching option for those who would like to address and build on the knowledge they gained during training. Converting theory into practice under the tutelage of an experienced coach.

PowerPath Coaching

A powerful investment into your future leaders. One-on-one leadership coaching with the globally acclaimed Enneagram as the self-mastery tool.

Staff Training is an accredited IEQ9 Provider. Our Enneagram offerings include a SETA Accredited version of a leadership development workshop as well as an emotional intelligence and Enneagram combination. You can also explore our specialist hybrid offerings of workshops and coaching below.

<u>Enneagram Group Coaching Journey</u>	<u>Enneagram: Insight to Action</u>
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