

Managing Change without Pain

Course Summary

Description

"The only constant in life is change". This is especially true in today's work environment. Big changes, small changes; each day brings something new. As leaders in our organizations, we must manage these everyday changes to ensure that our employees meet their performance objectives.

Managers must take a systematic approach to managing change. This type of approach helps you to plan and implement changes in the workplace that will gain the commitment of your staff. Whether the change is organizational in nature or specific to your work group, a step-by-step approach to managing change will ease the impact on your employees and help them accept the new approach.

In this workshop, you will practice managing change. You will receive hands-on experience in planning and implementing change initiatives. You will learn how to implement change initiatives that will gain the acceptance and commitment of your staff.

Topics

- Lead Change
- Plan Change
- Implement Change
- Evaluate Change

Audience

This course is designed for managers, supervisors, and team leaders., project managers and project officers, and anyone who deals with change in the workplace.

Prerequisites

There are no prerequisites for this course.

Duration

Two days

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Course Outline

I. Lead Change

- A. Plan a change strategy.
- B. Create an objective for the change.
- C. Identify the strengths, weaknesses, opportunities and threats of the change initiative.
- D. Write a communication plan for the initiative.
- E. Anticipate the reaction to the change.

II. Plan Change

- A. Assess the reaction to the initiative.
- B. Create an implementation plan.
- C. Determine the resources needed for successful implementation.
- D. Build a support system to assist people in dealing with the change.

III. Implement Change

- A. Effectively communicate the initiative throughout the organization.
- B. Manage the transition between old and new.
- C. Manage any interpersonal conflict that may arise.
- D. Create a positive attitude and commitment to the change.

IV. Evaluate Change

- A. Determine if the change objective was met.
- B. Identify the positive and negative lessons learned from the change.
- C. Implement measures to sustain the changes.
- D. Build a commitment towards future change initiatives.