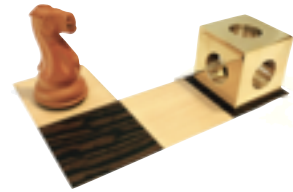


beyond the board training

Course Factsheet C5



Personal Change Management



In most organisations change has become a part of everyday working life. However, our personal attitudes to change have a huge impact on how we react to and cope with it. By understanding how we are affected by change, we can turn organisational upheaval from “a rearrangement of the chairs” into a successful transition that delivers benefits for ourselves and our colleagues.

Prerequisites

The course is appropriate for employees of all levels.

Outcomes

As a result of this course the participants will:

- Become more self-aware of their reactions to change
- Define their own personal attitudes to change
- Understand their own impact in the change process
- Identify phases of transition and their underlying emotions
- Identify strategies to deal with change and uncertainty
- Become more confident and motivated to deal well with change
- Develop a personal tool kit of the most effective strategies for managing change

Syllabus

- What is change?
- Understanding the impact of change and typical reactions to change;
- The change curve:
 - Behaviours
 - Coping strategies
- Transitioning:
 - Difference between change and transition (William Bridges' model).
- Why do some people resist change?
 - Understanding others going through change;
 - Overcoming resistance to change.
- Managing uncertainty.
- Exploring opportunities
 - Gaining increased confidence and motivation
- Personal action plan
- Recap
- Q & A Session

COURSE LENGTH: 4 HOURS
MAXIMUM CLASS SIZE: 12 PEOPLE