

MANAGEMENT: Managing Change

Course duration: 1 day

Who should attend:

This course is valuable for anyone who wants to improve their productivity by planning and implementing change.

Course benefits:

Managing change is an essential element of any manager's job. In this course you gain the practical skills how to be ahead of rivals, set trends and lead change in order to survive.

What you will learn:

- Understanding change
 - Why change
 - Understanding the causes of change
 - Recognising sources of change
 - Categorising types of change
- Planning change
 - Focusing on goals
 - Identifying the demand for change
 - Selecting essential changes
 - Evaluating complexity
 - Planning ways to involve people
 - Choosing a timescale
 - Making an action plan
 - Anticipating effects
 - Anticipating resistance to change
 - Testing and checking plans
- Implementing change
 - Communicating change
 - Assigning responsibility
 - Developing commitment
 - Changing culture
 - Limiting resistance
- Consolidating change
 - Monitoring progress
 - Reviewing assumptions
 - Maintaining momentum
 - Building on change
 - Assessing your change-management skills