

# Effective Change Management

Comprehensive 2 day or condensed one day in-house course that can be tailored

*Apply skills that enable you to initiate, execute and manage change effectively.*

## Overview of course content

Develop a clear understanding of how to successfully take charge of change:

- Understand change and the components of successful change.
- Understand the planning and preparation required for successful integration.
- Define goals, best practice and positive outcomes.
- Have and develop a positive attitude.
- Manage different responses and attitudes to change from other people.
- Develop workable strategies to manage change.
- Identify valuable strengths and resources.
- Effectively guide, communicate and motivate.
- Understand useful models for change.
- Develop the frameworks and tools required to manage change successfully.
- Build and maintain momentum.

## Key benefits

Develop emotionally intelligent methods to manage change that take into account people's different attitudes and feelings.

Understand resistance to change and how to deal with that effectively.

Learn a range of strategies and tactics to manage change effectively.

Identify strengths, resources and skills that result in successful change.



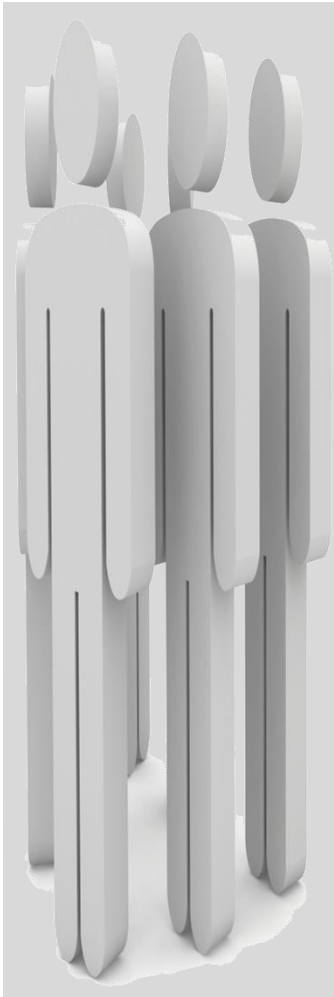
## Duration and format

Two day or one day programme where content can be tailored to specific requirements.

## Who is this course for?

Anyone responsible for managing or executing significant change in their organisation.

## How do we do it?



### What is change?

- Analyse different types of change: crisis, reactionary, anticipatory, and their different dynamics.

### Introduction to the components of successful change

- Identify what change entails.

### Defining outcomes

- Describe your end goals with the what, why and how.

### Change is personal

- Manage your personal experience of change and how you are managed through change; share good practice of what worked and what did not.

### Having and developing a positive attitude

- Develop a positive attitude to the benefits of change and the demonstrable advantages that it will bring to the organisation.

### Different responses and attitudes to change

- Examine different peoples' attitudes towards change - from early adopters to hard-core resisters.

### Strategies to manage change

- Create change strategies that factor in the different, non-linear dynamics of a change process over time.

### Identifying valuable strengths and resources

- Maximise the help and resource around you.

### Guiding and motivating staff through change

- Motivate others to see change as a positive through applied techniques.

### Useful models for change - NLP and a cognitive behavioural approach

- Support successful change by managing stress, thinking and emotions.

### Planning for successful change

- Consider all the possible pitfalls and hurdles that need to be overcome to integrate change into the organisation.

### Developing the skills required to manage change successfully

- Lead change effectively using frameworks and tools.

### Building and maintaining momentum

- Apply skills to create and sustain a positive momentum for change, build broad networks of support and to develop change champions .

### Communicating effectively

- Advance your communication skills, both verbal and non-verbal, to avoid misunderstanding and to ensure that everyone understands their role in the change processes.

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Additional course detail

## Continue and refresh your learning even after the course...

...all attendees on this course receive FREE access to the exclusive 'Effective Change Management' post course learning area of the Illumine website.

### Related Courses

From Competent Manager to Effective Leader

Enhance your communication style and understand how to harness the energy, enthusiasm and motivation of the people around you.

Dancing on the Shifting Carpet™ (90 minute session)

Practical strategies and tools to manage, positively, the challenges posed by on-going change.

## How can I take this programme?

**In-house courses** - suitable for organisations that want to develop teams or groups of individuals from across the organisation. Programmes can be geared towards your organisation or industry sector with relevant activities, examples and case studies. Discuss your needs with an account manager on **+44(0)1753 866633** or email [inhouse@illumine.co.uk](mailto:inhouse@illumine.co.uk)

## Continuous Development

CPD recognition is awarded on both public workshops and in-house courses, being dependent on the number of hours spent learning. On request Illumine will provide a certificate of attendance for you to use as evidence and attach to your record card.

## About Illumine

Illumine Training provides management and personal skills development, focused on developing *better brains for better business*.

The range of courses and workshops is split into six business critical areas and are delivered through:

**Public Workshops** - 1 and 2 day workshops.

**In-house Courses** - Specifically for teams or groups from within an organisation, tailoring as necessary.

**FIT Sessions** - In-house bite-size (90 minute) learning sessions designed by Illumine to maximise learning in the minimum time possible.

**Other Options** - E-learning, Facilitation, Coaching, Away-days and Speakers.