

Change Management Workshop

Course Duration 1 Day

Change is a constant in many of our lives. All around us, technologies, processes, people, ideas, and methods often change, affecting the way we perform daily tasks and live our lives. Having a smooth transition when change occurs is important in any situation and your participants will gain some valuable skills through this workshop.

The Change Management workshop will give any leader tools to implement changes more smoothly and to have those changes better accepted. This workshop will also give all participants an understanding of how change is implemented and some tools for managing their reactions to change.

Course Objectives

At the end of the course participants will be able to:

- List the steps necessary for preparing a change strategy and building support for the change
- Describe the WIFM – the individual motivators for change
- Use needed components to develop a change management and communications plans, and to list implementation strategies
- Employ strategies for gathering data, addressing concerns and issues, evaluating options and adapting a change direction
- Utilize methods for leading change project status meetings, celebrating a successful change implementation, and sharing the results and benefits
- Describe the four states of Appreciative Inquiry, its purposes, and sample uses in case studies
- Use strategies for aligning people with a change, appealing to emotions and facts
- Describe the importance of resiliency and flexibility in the context of change.

Course Outline

Preparing for Change

Defining Your Strategy
Building the Team

Identifying the WIFM

What's in it for Me?
Building Support

Understanding Change

Influences on Change
Common Reactions to Change
Tools to Help the Change Process

Leading and Managing the Change

Preparing and Planning
Delegating

Keep the Lines of Communication Open
Coping with Pushback

Gathering Support

Gathering Data
Addressing Concerns and Issues
Evaluating and Adapting

Making it All Worthwhile

Leading Status Meetings
Celebrating Successes
Sharing the Results and Benefits

Using Appreciative Inquiry

The Four Stages
The Purposes of Appreciative inquiry

Bringing People to Your Side

A Dash of Emotion
Plenty of Facts

Building Resiliency

What is Resiliency?
Why is It Important
Five Easy Steps for the Leader and the Individual

Building Flexibility

What is Flexibility?
Why is it Important?
Five Easy Steps for the Leader and the Individual