

Managing Change Effectively

“As dealing with change becomes a regular activity, leading it becomes a skill to hone, an internal capacity to master.” Arnaud Henneville

Change is a constant in many of our lives and it is crucial that organisations understand change, promote change, cope with change, and value change. 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.

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



Course Objectives and Content

KEY LEARNING OBJECTIVES

1. Recognise the steps necessary for preparing a change strategy and building support for the change.
2. Understand the needed components to develop change management and communications plans, and implementation strategies.
3. Employ strategies for gathering data, addressing concerns and issues, evaluating options and adapting a change direction.
4. Understand the individual motivators for change and use strategies for aligning people with a change, appealing to emotions and facts.

WHO IS THIS FOR?

This course is suited for management teams in any organisation!

COURSE CONTENT

1. Preparing for change; defining your strategy, building the team.
2. Identifying the WIIFM; what's in it for me? Building support.
3. Understanding change; influencers on change, common reactions to change, tools to help the change process.
4. Leading and managing the change; preparing and planning, delegating, keeping the lines of communication open, coping with pushbacks.
5. Gaining support; gathering data, addressing concerns and issues, evaluating and adapting.
6. Making it all worthwhile; leading status meetings celebrating successes, sharing the results and benefits.
7. Using appreciative inquiry; the four stages, the purposes of appreciative inquiry, examples and case studies.
8. Bringing people to your side; a dash of emotion, plenty of facts.
9. Building resiliency; what is resiliency? Why is it important? Five easy steps for the leader and the individual.
10. Building flexibility; what is flexibility? Why is it important? Five steps for the leader and the individual.

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