

Change Management for Managers (Tier 1)

½ Day

Description

With constantly shifting global economies and technological developments, businesses are constantly changing to exploit opportunities. Companies no longer have the luxury of remaining the same. Therefore, managers must constantly prepare for and implement change, guiding their employees through periods of transition.

Prerequisites

- None

Objectives

- ✓ Understand the fundamentals of planning, communicating, and implementing change

Planning for Change

Analyze the Process of Change

- Change Management
- Change Hardiness
- Why Changes Occur
- The POISS Model
- How to Analyze a Potential Change

Identify Barriers to Change

- Types of Barriers
- Unresponsive Management
- How to Analyze the Impact of Barriers to Change

Determine Available Support

- Support Functions
- How to Determine Available Support

Communicating Change

Utilize Adopters of Change

- Adopters
- Different Types of Adopters
- Empathy
- How to Utilize Adopters

Communicate Change

- Benefits of Face-to-face Communication
- Advantages and Disadvantages of Other Communication Methods
- How to Communicate Change

Managing the Initial Impact of Change

Educate Employees on the Change Process

- How to Educate Employees on the Change Process

Implement Strategies to Deal with Stress

- The Effects of Stress

Stress-Reducing Activities

- How to Implement Strategies to Deal with Stress

Cope with Fear

- Fear in the Workplace
- The Effects of Fear
- How to Cope with Fear

Implementing Change

Engage Employees

- Engagement
- How to Engage Employees

Capitalize on the Change Process

- Opportunities Uncovered During Change
- The Manager's Role
- How to Capitalize on the Change Process

Maximize the Benefits of Change

- How to Maximize the Benefits of Change

Reframe Change

- Reframed Change
- How to Reframe Change

Label Milestones

- Milestones
- How to Label Milestones

Troubleshoot Issues

- Symptoms and Causes
- How to Troubleshoot Issues

Report Results

- Audience
- How to Report Results