



Change for Project Managers

About the course/ Overview

This is an introductory course for Project Managers and others looking for a high-level overview of the basic principles, approaches and tools that are used in Change Management. Suitable for those supporting on but not leading Change Projects.

Course Duration

1 day

Max. No Delegates

16

Style and Approach

Delivered virtually via MS Teams, this is an interactive course with a lot of group participation and uses Miro as an online collaborative tool to facilitate group discussions and work on an example scenario.

Programme Structure

1 day 09:00-16:30

Audience

Project Managers or anyone wanting to increase their awareness of how to incorporate Change Management into their work, how to support in delivery of Change Projects or understand the difference between Project Management and change Management.

Preparing for the Workshop/ Pre-work/E-learning

Pre-reading – scenario document.



LEARNING OUTCOMES

Delegates will develop an understanding of:

- Factors affecting how individuals and organisations react to Change
- Change Management theories and models
- Project Management versus Change Management
- Apply techniques for identifying, analysing and engaging with stakeholders
- Describe influencing techniques and explore ways of building a Change Network

Embedding Change

- Discuss some of the factors affecting the sustainability of the change
- Discuss the importance of KPIs and metrics in embedding the change
- Identify techniques for influencing people
- Describe Change Targets, Change Agents and a Change Network
- Apply knowledge learnt so far to a scenario

TOPICS AND SESSIONS

Agenda

What is Change Management?

- Define what is meant by Change Management
- Discuss why Change Management matters
- Describe factors affecting how and why organisations change
- Discuss typical reactions to Change for both organisations and individuals
- Explain the difference between Change and Transition and describe some of the common Change Management theories and models

Change Management in context

- Identify how Change Management sits within organisational structure
- Describe the difference between Change and Project Management
- Compare and contrast outputs, outcomes and benefits
- Identify typical risks and failures in implementing Change Management
- Apply knowledge learnt so far to a scenario

Stakeholder identification, analysis and engagement

- Identify the importance of effective stakeholder engagement
- Demonstrate different techniques for identifying and analysing stakeholders
- Discuss ways in which you can engage with stakeholders
- Examine how a comms plan can help you engage effectively with stakeholders
- Apply knowledge learnt so far to a scenario