



TRAINING PROGRAMME



Agile Change Agent

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Description of the training



2 days



accredited training



language of training: Polish/ English



language of materials: Polish/ English

The **Agile Change Agent** training provides a source of practical tools for, among other things, scoping, planning, managing and successfully implementing change initiatives, both for you and your colleagues - with a focus on techniques you can apply to implement your initiatives.

The training is based on the second edition of the highly-regarded textbook 'Agile Change Management - a practical framework for successful change planning and implementation', by Melanie Franklin, who - in addition to her active leadership roles - has provided a wide range of consulting services over the years.

Purpose of the Training

The training focuses on the application of agile planning techniques to develop a roadmap that, among other tools, identifies what deliverables (ranked by the value they provide to the organization) will be achieved and when they will be implemented, representing a source of business improvement.

Target group

- anyone who is involved in creating new ways of working (regardless of previous experience),
- people working in 'business as usual' roles who have been engaged to take part in a change initiatives that affect their environment,
- people in management roles: projects, programmes and portfolios - who want to integrate their work with other changes in the company,
- business analysts and communication experts - who want to know how to use their skills to implement changes,
- senior managers - who sponsor change initiatives and want to do their job even better.

The trainee does not need to have knowledge of agile methods or techniques for managing change initiatives.

Benefits

Participants will learn:

- how agile approaches affect the way change is managed and implemented, and how they influence the people involved and affected by the change,
- how to develop a roadmap with the processes, activities and information needed to manage change initiatives in agile way,
- use techniques to identify and prioritise activities according to their business value,
- create and support a positive environment for change,
- manage relationships with stakeholders (including team members) knowing how to connect with them through empathy and trust,
- use pre-prepared checklists, questionnaires and models that can be adapted to specific change initiatives,
- develop a strategy to build resilience and motivation, while managing and mitigating resistance,
- manage change - both for large-scale transformations and micro-level business projects,
- implement change flexibly, realising benefits at the earliest possible stage.

Exam and Certification

Exam details:

- non-mandatory exam,
- multiple-choice, single-response questions test,
- number of questions: 50,
- pass threshold: 50% (25 out of 50 possible points),
- language of the exam: English, Polish,
- duration: 40 minutes,
- mode: online (after online training) or in-person (after in-person training),
- date: the exam is held at the end of the 2nd day of training,
- closed book – no use of materials,
- validity of the certificate: indefinite,
- the participant who scores the necessary number of points in the exam is awarded the international certificate in electronic form.

Training programme

The course consists of five sections, each of which builds on the other sections to create a complete lifecycle model of a change initiative that moves from concept to implementation and adoption of new ways of operating:

1. **Concepts:** integrating Agile principles and change management best practices
2. **Roadmap:** a simple, effective planning technique that identifies in what form and when the work will be completed and the benefits realised
3. **Business need:** a range of techniques to identify the benefits to a change initiative, used to prioritise work and facilitate the adoption of new ways of working
4. **Relationship building:** shaping stakeholder engagement, including: what information you share, how you share it, and what opportunities you give to others to bring about change
5. **Environment:** techniques for creating an atmosphere that reassures, encourages and motivates those who need to adopt new ways of working.

Tools and methods used during the training

Trainings are conducted in the form of **lectures and workshops**.

LECTURE PART	WORKSHOP PART
It is conducted on the presentation prepared by the lecturer and is supplemented by the use of moderated discussions, exchange of participants' experiences and case studies.	<ul style="list-style-type: none">• exercises in small groups,• individual exercises,• case studies,• moderated discussion,• exchange of participants' experiences

The selection of the form and scope of training is based on professional and coaching experience of the trainer. This provides participants with a comprehensive overview of the subject and gaining practical skills.