TRAINING
PROGRAMME

Change Management
Foundation

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Description

- 📅 3 days
- ☆ Accredited training
- 💬 language of training: Polish or English
- 📗 language of materials: Polish or English

The Change Management courses (Foundation and Practitioner) have been developed by APMG International Ltd. in collaboration with the Change Management Institute. They are designed to help organisations and their employees manage impact of change. They provide techniques to effectively plan and implement successful transformation initiatives.

In the modern business environment, change is relentless. This can be challenging, but it also presents opportunities. By effectively managing change, organisations enhance their productivity and achieve their goals in an environment of high volatility and uncertainty.

Understanding the impact of change on organisation and its people is crucial to its management. Change can have positive or negative effects. It can lead to increased productivity, improved morale and the generation of new development potentials. It can also cause stress, anxiety and resistance.

Change Management Foundation is a collection of concepts and good practices for managing change in organizations. It is based on proven, recommended methods of action that improve the implementation and maintenance of business change. By familiarizing participants with ways of working with individuals and teams from the perspective of teaching, motivating, communicating, creating and presenting a vision of change, and dealing with resistance, the effectiveness of implementing changes will improve. Additionally, people after the training will have greater awareness of how to build structures supporting the introduction of changes: change management teams and networks of change agents.

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Purpose of the training

- ✅ To explain the existing context for the topic of change and its evolution.
- ✅ To understand the main drivers of change and its organisational context - including the impact on organisational culture.
- ✅ To describe different approaches to planning and implementing change, highlighting the high value of a co-design approach to change.
- ✅ Assessing the impact of change and identifying ways to support people through the change process, developing strategies to overcome resistance and build motivation for change.
- ✅ Supporting people in key change roles and helping them to build an effective change team.
- ✅ Explaining how understanding the dynamics of people and the organisational context changes the way we approach change.
- ✅ Analysing stakeholders and stakeholder dynamics to develop appropriate strategies to engage them and create effective communication for change.
- ✅ Identifying different types of measurement that can be used to track the effectiveness of change management activities and their application to change management.
- ✅ Preparation for the Foundation level exam.

Target group

- ✅ Anyone interested in understanding the basic principles of achieving successful organizational change, transition or transformation.
- ✅ Team members involved in organizational change, transition or transformation projects.
- ✅ People involved in the change management process in the organization.
- ✅ Managers / leaders of change initiatives in the organization.
- ✅ Change management consultants.
- ✅ Professionals pursuing the Change Management Practitioner certificate – for which the Change Management Foundation certificate is a pre-requisite.

Benefits

- ✅ Understanding the process of change.
- ✅ Gaining the skills to create an appropriate environment conducive to change.
- ✅ Gaining knowledge of how to effectively implement change.

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- To learn about concepts, tools, approaches, techniques that will support the change process.
- To learn about the roles, duties and responsibilities of leaders in implementing change.
- To improve the ability to identify the personality preferences of change stakeholders and the appropriate interventions that take these preferences into account.
- Learn how to apply neuroscience, agile approaches and elements of coaching in leading change.
- To become familiar with ways to measure the effectiveness of change.

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 on the 4rd day, after the three-day 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

MODULE 1 – ORGANISATIONAL CONTEXT AND APPROACH

- The link between change management and benefits
- Levels of adoption
- Decision support - Cynefin
- Planned vs emergent change
- Systems thinking
- Organisational culture
- Force field analysis
- Co-design
- ADKAR model

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MODULE 2 – PEOPLE AND CHANGE

- Individual differences (different personality types)
- Preferences for learning and change in the workplace
- Introduction to neuroscience
- Human reactions to change (the change curve, transformation)
- Leadership in change
- Motivating people
- Positive psychology and resilience
- The change formula and change anxieties
- Learning anxiety and survival anxiety
- Competence and learning
- Learning styles

MODULE 3 – CHANGE LEADERSHIP AND TEAMS

- Key roles in organisational change
- Leadership and psychological safety in the change process
- Leadership, culture and organisational change
- Effective teams - structure, stages of development
- Benefits of diversity in teams

MODULE 4 – STAKEHOLDER ENGAGEMANT AND COMMUNICATION

- Stakeholders - definition, identification, analysis, tools, building commitment
- Basics of communication theory
- Cognitive limitations
- Creating key messages in change
- Appealing to hearts and minds
- Ways of communicating and connecting with people
- Communication channels
- Communication planning

MODULE 5 – THE WORK OF THE CHANGE MANAGER

- Assessing the impact and severity of change
- Resistance to change - causes, ways of dealing with it
- Analysis of the effectiveness of change (measurement types)
- Building a balanced scorecard for implementing change
- Creating a strategy for measuring the effectiveness of change
- Limitations of data analysis.

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Methods and tools used in training

Training is conducted by **lecture and workshop** methods.

LECTURE PART	WORKSHOP PART
Delivered using a multimedia presentation prepared by the trainer, enriched with moderated discussions, experience sharing among participants, and case study analysis.	✅ Group exercises ✅ Individual exercises ✅ Case studies ✅ Moderated discussion ✅ Exchange of participant experiences

The selection of the form and scope of training, supported by the professional and trainer's experience, ensures that participants **receive a comprehensive overview of the topics** and **acquire practical skills**.