



COURSE NAME

Change Management

COURSE DURATION

Three days

COURSE DESCRIPTION

The Change Management program offered by Arcan Academy is designed to provide participants with the knowledge and skills required to manage change effectively in organizations. This program covers the principles and concepts of change management, including change planning, communication, and stakeholder management. Participants will also learn effective techniques for managing resistance to change and building a culture of continuous improvement. This program includes lectures, case studies, group discussions, and practical exercises to provide participants with a comprehensive understanding of change management.

COURSE OBJECTIVES

The objective of the Change Management program is to provide participants with a deep understanding of the principles and concepts of change management and how to apply them in organizations. By the end of the program, participants will be able to apply their knowledge to real-world situations, understand effective change management techniques, plan and implement change initiatives, manage resistance to change, and build a culture of continuous improvement. Additionally, participants will learn how to communicate effectively with stakeholders and manage change projects successfully. Upon completing this program, participants will be well-prepared to manage change effectively in organizations and advance their careers.

COURSE OUTLINES

DAY 1

Introduction to Change Management

- Definition of Change Management
- Importance of Change Management in organizations
- Benefits and challenges of effective change management.

Change Management Process

- Identifying the need for change
- Setting clear change objectives and goals
- Planning for change
 - Assessing the impact of change
 - Developing a change management strategy
 - Creating a change management plan

Communicating the change

- Crafting effective change messages
- Identifying key stakeholders and communication channels
- Managing resistance and addressing concerns

Implementing the change

- Mobilizing resources and teams
- Monitoring and adjusting the change process

Sustaining and embedding change

- Reinforcing new behaviours and practices
- Evaluating the success of the change
- Capturing lessons learned for future change initiatives.

Change Leadership

- Understanding the role of change leaders
- Developing change leadership capabilities
- Building a change-ready culture
- Leading by example during change.

DAY 2

Change Communication

- Importance of effective communication during change
- Planning and delivering change messages
- Active listening and feedback mechanisms
- Addressing resistance and managing difficult conversations.



Stakeholder Engagement

- Identifying and analysing stakeholders
- Understanding stakeholder needs and concerns
- Engaging and involving stakeholders throughout the change process
- Building and maintaining stakeholder relationships.

Change Readiness and Adoption

- Assessing organizational readiness for change
- Developing change readiness plans
- Fostering employee engagement and buy-in
- Managing the transition and supporting employees through change.

DAY 3

Change Evaluation and Continuous Improvement

- Measuring the success of change initiatives
- Collecting and analysing data for evaluation
- Identifying areas for improvement
- Applying lessons learned to future change projects.

Change Management Tools and Techniques

- Change impact assessments
- Change models and frameworks
- Change management plans and templates
- Resistance management strategies
- Training and development approaches

Case Studies and Best Practices

- Analysing real-life change management examples
- Identifying successful change management strategies
- Learning from change management failures D. Applying best practices to future change initiatives.

Action Planning and Implementation

- Creating individualized action plans
- Setting goals for applying change management techniques
- Developing a roadmap for implementing change management in the organization.



ARCAN ACADEMY

TRAINING METHODOLOGY:

- Pre-assessment
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- slides and handouts
- Post-assessment

DELIVERY METHOD:

- In person
- Online