

# Successfully Managing Change

## **Course Overview**

None of us can escape change, therefore it is well worth developing strategies to manage it! Because everyone has to manage change, having tools to help embrace it lead to the best outcomes. Successfully Managing Change includes the stages and pace of change, dealing with resistance, adaptive strategies, approaching change as an opportunity for growth, and more.

## **Learning Objectives**

- ✓ Accept there are no normal or abnormal ways of reacting to change, but that we must start from where we are.
- ✓ See change not as something to be feared and resisted but as an essential element of the world to be accepted.
- ✓ Understand that adapting to change is not technical but attitudinal. Change is not an intellectual issue but one that strikes at who you are.
- ✓ Recognize that before we can embrace the way things will be, we may go through a process of grieving, and of letting go of the way things used to be. See change as an opportunity for self-motivation and innovation.
- ✓ Identify strategies for helping change to be accepted and implemented in the workplace.

## **Course outline**

### **Session One: Course Overview**

Pre-Assignment  
Pre-Course Assessment

### **Session Two: What is Change?**

Leading Thinking  
Self-Reflection Activity  
The Change Cycle  
Endings  
Transitions/Neutral Zone  
Beginnings

### **Session Three: What is Change Management?**

The Three Phases  
Benefits of Change Management  
Insights

### **Session Four: The Human Reaction to Change**

Control and Change  
Relating to Your Workplace  
The Four-Room Apartment  
Your Room Discussion

### **Session Five: The Pace of Change**

The Trend of Change  
Who Are You?  
Positive Change Activity

### **Session Six: Dealing with Resistance**

Understanding Resistance  
Analyzing Successful Change  
Making Change Stick  
Strengthening a Change

### **Session Seven: Adapting to Change**

Adjusting Your Attitude  
Some Facts about Attitude  
Overcoming the Fear of Change  
Understanding Resiliency  
Applying the Five Keys  
Pre-Assignment Review Reflection

### **Session Eight: Coping with Reactions to Change**

Stress Management  
Dealing with the Stress

### **Session Nine: Delivering Your Message**

Delivering a Clear Message  
Check for Understanding

### **Session Ten: Action Plan**

Developing an Action Plan  
Personal Action Plan  
Course Summary  
Recommended Reading List  
Post-Course Assessment