



Series 1:

MANAGING CHANGE



Programme 1: **Why Change Happens**

This programme aims to give you, the learner, a deeper understanding of how to approach, discuss and action changes in your work environment.

INTRODUCTION TO PROGRAMME

1. What is meant by change management?

ACTIVITY 1

2. What is PESTLE?
PESTLE analysis

ACTIVITY 2

3. Internal factors that drive the need to change in organisations
Force field analysis

ACTIVITY 3

4. What is the potential impact of change within an organisation?

ACTIVITY 4

CONCLUDING SUMMARY

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Programme 2: Approaches to Change

This programme will outline several of the various models of change management available, talk through the steps and give a thorough understanding of how these models can be used to understand your own situation.

INTRODUCTION TO PROGRAMME

1. Models for managing change
 - Exploring the theory
 - Kotter's 8-step change model
 - Kubler Ross change curve explained

2. Reflecting on the theory

ACTIVITY 1

3. The role of leadership in change
 - Situational leadership
 - Action centred leadership

ACTIVITY 2

4. Engaging stakeholders in change

ACTIVITY 3

CONCLUDING SUMMARY

Programme 3: Initiating & Planning Change

This programme aims to outline the practical approaches to initiate, plan and manage change in your organisation.

INTRODUCTION TO PROGRAMME

1. The rationale for change

ACTIVITY 1

2. Planning for change
 - Beckhard-Harris change equation
 - Stakeholders - analysing power and interest
 - Porter's five forces
3. Implementing and monitoring change
 - Executing change
4. Overcoming risks and barriers
 - Managing project risk

5. Communicating change
6. Supporting others through change

ACTIVITY 2

7. Monitoring impact of change
8. Sustaining change

ACTIVITY 3

CONCLUDING SUMMARY

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