



COURSE SYLLABUS

Change Management Boot Camp

Build change management as a strategic business competency — and earn 22.5 CCMP™ education credits — in a practical, ACMP-aligned, results-oriented program.

ChangeFit 360

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01 Course Information

Course Description

In this engaging, results-oriented program, participants raise their change management skills through a practical, ACMP-, ATD-, ICF-, and SHRM-approved curriculum. Using a case study and the **ACMP Change Standard v2** as a foundation, participants learn and demonstrate how to plan and execute organizational change: how to apply behavior to trigger, action, and reinforce change; how to mitigate and manage change risks such as readiness, resistance, and saturation; and how to plan for and measure change adoption, proficiency, and sustainment.

At a Glance

Audience	Practitioners advancing their change skills and/or pursuing CCMP™ certification
Format	Instructor-led, virtual live, blended, or eLearning / self-paced
Duration	22.5 hours of training
Group Size	5–15 participants (instructor-led, virtual live, or blended)
Credits	22.5 CCMP™ education credits; ATD, SHRM & ICF recertification credits
Foundation	Built on the ACMP Change Standard v2
Reinforcement	Optional CCMP application support and 1-on-1 coaching

Delivery Options

- Delivered instructor-led, virtual live, blended (virtual live + self-paced eLearning), or fully eLearning / self-paced.
- Ideal groups of 5–15 participants for instructor-led, virtual live, or blended delivery, to enable deep discussion and sharing.
- Designed for 22.5 hours of training.

What Participants Receive

- 22.5 credits toward the full CCMP™ educational requirement.
- 22.5 ATD and SHRM recertification credits; 22 ICF Continuing Coach Education (CCE) credits (12 Core Competencies, 10 Resource Development).
- Over 30 change tools, including:
 - Change and Stakeholder Impact Assessments
 - Change Management Strategy and Plan templates
 - Communication Plan and change communication techniques
 - Change Sponsor and Leader guides
 - Change Champion materials

- Change Resistance and Risk Job Aid
- Change calculators to measure and visualize change effectiveness
- Digital, verifiable completion badge.
- Optional CCMP application support.
- Optional 1-on-1 coaching to reinforce learning, support a current project, and grow your change-management career.

What Participants Learn

By the end of the course, participants will be able to:

1. **Position** change management as a strategic business competency.
2. **Effectively** assess the impact of a change.
3. **Recognize** and capitalize on the critical behaviors needed to trigger, action, reinforce, and sustain change.
4. **Coach** key change agents — including people leaders and change champions — for improved performance.
5. **Build** engagement for change through communications and engaging experiences.
6. **Apply** strategies to mitigate and manage common people and change risks, including resistance, readiness, change fatigue, and saturation.
7. **Measure** and optimize the ROI of change.
8. **Transition** change to the business for sustainment.

02 Course Outline

#	Module & Focus	Supporting Materials
1	Change as a Strategic Business Advantage Key Terms, Definitions & Common Change Concepts <ul style="list-style-type: none"> • Benefits and goals of focusing on organizational change • What people need to successfully adapt and adopt change • Introducing the ACMP Change Management Standard • Fit of change management and project management for successful change • Change leadership as a lever for successful change 	ACMP Change Management Standard v2 Change Basics Job Aid Coaching Through the Change Curve Job Aid
2	Analyze Change Impact & Stakeholders Process Group 1: Evaluate Change Impact & Organizational Readiness <ul style="list-style-type: none"> • Analyze change impact: what, when, why, and how • Define general stakeholders for change • Identify and analyze stakeholders for change • Stakeholder spotlight: the role of the sponsor, front-line leader/manager, and change agent/champion 	ACMP Change Management Standard v2 Change Impact Discovery Questions Job Aid Change Impact Worksheet Change Impact Calculator Change RACI Tool Common Change Stakeholders Job Aid

#	Module & Focus	Supporting Materials
		<i>Stakeholder Identification & Analysis Template</i> <i>Leader Behavioral Change Assessment</i> <i>Leader Visual Map & Guide</i> <i>Change Champion Approach Template</i> <i>Change Champion Kick-Off Template</i>
3	Formulate the Change Management Strategy Process Group 2: Formulate the Change Strategy <ul style="list-style-type: none"> Define and differentiate the Change Management Strategy from the Change Management Plan Understand the role of behavior in change and how to build it in from the start 	<i>ACMP Change Management Standard v2</i> <i>Change Management Strategy Template</i> <i>Change Management Plan Template</i>
4	Develop the Change Management Plan Process Group 3: Develop Change Management Plan <ul style="list-style-type: none"> Successfully communicate and engage for change Manage and mitigate risks to impacted stakeholders — resistance, readiness, and change fatigue/saturation 	<i>ACMP Change Management Standard v2</i> <i>Change Management Plan Template</i> <i>Communication Plan Template</i> <i>Change Story Template</i> <i>Meeting-in-a-Box Template</i> <i>Generations in the Workplace Job Aid</i> <i>Change Resistance Job Aid</i> <i>Change Readiness Calculator</i> <i>Change Impact & Sustainment Calculator</i>
5	Execute the Change Process Group 4: Execute the Change <ul style="list-style-type: none"> Identify typical execution activities Measure the effectiveness of change Describe and measure change sustainment Debunk common myths of change execution 	<i>ACMP Change Management Standard v2</i> <i>Change Impact & Sustainment Calculator</i> <i>Common Myths of Change Execution</i> <i>Job Aid</i>
6	Complete the Change Effort + CCMP Support Process Group 5: Complete the Change Effort <ul style="list-style-type: none"> Identify common activities to report on the effectiveness of change Embed change outcomes into your change practice and process CCMP application and exam tips, plus ongoing support 	<i>ACMP Change Management Standard v2</i>

03 Credits & Certification

22.5 CCMP™ education credits

Plus ATD and SHRM recertification credits and ICF Continuing Coach Education credits, a digital verifiable completion badge, and optional CCMP application support.

04 What Participants Say

“I loved the program; facilitation was awesome, and every topic I expected to be covered was covered.”

“Michelle did an amazing job equipping all of us to be better organizational change practitioners.”

“By far the best change management training I’ve attended!”

“Gave me the real-life tools I needed to bring to my clients. I am already seeing positive effects — you simply cannot ask for a better training resource!”

“Michelle is a true champion of change management. If you are considering a CCMP certification or rolling out a new change initiative, I highly recommend the ChangeFit 360 Boot Camp!”

“I attended eager to strengthen my basic knowledge of change management — it exceeded my expectations!”

“I absolutely felt that this class was professional and, most importantly, valuable to my continued learning.”

“Thank you for being so generous with your time, experience, and materials.”

“The course gave me additional depth and practical tools for giving structure to change management steps and process.”

“Michelle did a great job — I couldn’t ask for a better teacher!”

“I loved being able to learn alongside others in the field and hear from multiple perspectives.”

More testimonials at changeFit360.com/more-testimonials

05 Your Facilitator



Michelle Yanahan

Principal, ChangeFit 360 • CCMP™ • Prosci ADKAR Certified

As Principal of ChangeFit 360, Michelle is a passionate organizational change management facilitator, speaker, strategist, and thought leader with proven expertise in building organizational change management as a strategic business competency.

She brings 25+ years of leadership experience and holds a Master’s in Organizational Behavior plus CCMP™ and Prosci ADKAR certifications. Michelle has been a featured presenter for ACMP, ATD, the Change Management Institute, Change Management Review, PMI, OD Network, and SHRM.

Why Organizations Choose ChangeFit 360

We understand the importance of choosing a change training partner with a proven track record. When you choose ChangeFit 360, you gain:

1. Training designed and facilitated by Michelle Yanahan, CCMP™ and Prosci ADKAR certified — a working change practitioner with 25+ years of proven business and leadership experience.
2. Practical, ACMP-, ATD-, SHRM-, and ICF-qualified change training that supports all skill levels and the organizational roles needed to build and drive change.
3. Change training backed by a greater-than-90% client and participant satisfaction rating.
4. A full-coverage suite of change training designed for individual roles (leaders, change professionals, project professionals, change champions, subject matter experts, and employees) and key topic areas (change management, change leadership, change agility, and resilience).

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5. Content tailored to what your organization needs — including your change framework, project framework, and an active change initiative.
 6. Class size capped at 15 participants to enable deep discussion and sharing.
 7. Continuously improved content and delivery, informed by industry trends and participant feedback.
 8. The option for post-course group and 1-on-1 change coaching.

Trusted Across Industries

ChangeFit 360 has developed and delivered expert change management training for participants worldwide, including Fortune 500 organizations across:

Consumer Products • Education • Energy / Utilities • Financial Services & Insurance • Manufacturing • Professional Services • Technology