ChangeFit 360

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Change Management Basics

Course Syllabus



# **Course Information**

**Course Description**

The [Change Management Basics](https://changefit360.com/change-management-basics) course provides the skills and abilities needed to build effective change agents to support successful change

**Who the Course Is For**

Employees needing to build change agility and resiliency to adapt to any type of change

**Course Delivery Options**

The [Change Management Basics](https://changefit360.com/change-management-basics) course can be delivered instructor led or virtual live.

The course is intended for delivery of groups from 5 to 15 participants.

The course is designed for 8-hour delivery. The course may be modified to deliver anywhere from 6-8 hours.

**What Employees Learn**

Position organizational change management as a strategic business competency and accelerate the key moments that matter for change including:

1. Define and analyze project and portfolio change impact using a quantitative and visual approach
2. Plan for change including employing key stakeholders, increasing overall engagement and using change readiness as a risk mitigation tool
3. Execute change including a systematic, predictable approach to change sustainment and measurement
4. Improve change outcomes through presenting the outcomes of change management and creating the infrastructure for continuous improvement
5. Create an action plan for change that can be put into practice immediately
6. Option for group and/or 1-on-1 [change coaching](https://changefit360.com/change-consulting)post course to reinforce key learning and best practices

**What Employees Receive**

1. Course Participant Guide
2. Course Exercise Worksheets (including Action Plan)
3. Course Job Aid
4. Pre-Participant Course Survey and/or Post Participant Course Survey (if client desires)
5. 8 PDU/CDU’s & Course Completion Certificate

# **Course Outline**

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| # | Key Topic | Sub Topics | Timing \* |
| 1 | Change as a Strategic Business Capability | * Introduction * Why Change Matters * Change as a Process * Action Planning | 90 Minutes |
| 2 | Analyze Change Impact | * Analyze & quantify change impact * Identify and analyze key change stakeholders * Action Planning | 60 Minutes |
| 3 | Plan for Change | * Change Strategy and Change Plan Defined * How to Communicate and Engage for Change * Understand and Plan for Change Risks including Change Resistance and Change Readiness * Define Change Measures for Success * Plan for Change Sustainment * Action Planning | 60 Minutes |
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| 4 | Execute Change | * Learn Gotcha’s of Change Execution * Manage Change Risks * Measure Change Outcomes * Action Planning | 60 Minutes |
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| 5 | Learn and Improve Change | * Assess Outcomes * Build Outcomes into Business as Usual * Action Planning * Close | 60 Minutes |
| 6 | Close |  | 15 Minutes |

\* Timing does not include breaks and lunch

# **Sample Course Testimonials**

* + - *Gave me well more than I expected to learn in 1 day about organizational change management!*
    - *It was a pleasure to be in your class - You really did an amazing job!  I'll be able to save 1/2 year of IT support by leveraging your tools!*
    - *Extremely valuable eLearning course and very likely to recommend to coworkers. Tools will be very helpful!*
    - *Very practical, useful tools, presented as part of a comprehensible strategy.*
    - *It was a great overview of Change Management- I was familiar with some of the concepts but the workshop helped fill in a lot of the gaps in my knowledge.*
    - *Great job of keeping things moving and folks engaged!  
      Appreciated that you shared the curve of adoption and suggested types of root causes of change resistance*

# **Course Pricing**

* + - The [Change Management Basics](https://changefit360.com/change-management-basics) course is **$500 per Participant**
    - Volume discounts are available for groups larger than 10 participants

# **Course Facilitator**



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

1. Training facilitated by Michelle Yanahan, CCMP™ and Prosci ADKAR certified, working change practitioner with 20+ years proven business and leadership experience
2. An**ACMP, SHRM and ICF**Qualified Education Provider
3. **> 90%**of our training clients and participants report **expectations exceeded and business value created**from our change training
4. Practical change training that **supports all skill levels and organizational roles**needed to successfully build and drive change.
5. Training that **compliments all change frameworks, models and standards**
6. Option for**group and/or 1-on-1**[**change coaching**](https://changefit360.com/change-coaching)

As Principal of ChangeFit 360, Michelle Yanahan is a passionate organizational change management facilitator, speaker, strategist and thought leader with proven expertise in executing programs that enhance and grow organizational change management as a strategic business competency.  Michelle has 20 +years’ experience in leadership roles and holds a Masters in Organizational Behavior as well as CCMP™ and Prosci ADKAR change management certifications.

Michelle has been a featured presenter for numerous professional organizations including ACMP, ATD, Change Management Institute, Change Management Review, PMI, OD Network and SHRM.