

APMG™ Change Management v3 Certification Training

Course: 288

- Duration: **5 days**
- Language: **English**
- Level: **Advanced**
- **29 Project Management Institute PDUs**

In this **Change Management** course, you will gain the skills and knowledge you require to achieve APMG Change Management Foundation and Practitioner certifications. You will learn how to:

- Manage change in an organisation
- Appreciate how people deal with change
- Work with stakeholders during change
- Apply good practice models for implementing effective change
- Identify practical Change Management tools which can be applied in your organization, based on the Change Management Study Guide and supported by an individual post-course workshop, which is offered as part of the course

APMG™ Change Management v3 Certification Training Delivery

Methods

- In-Person
- Online
- Upskill your whole team by bringing Private Team Training to your facility.

APMG™ Change Management v3 Certification Training Course

Information

Benefits

- 5-day instructor-led training course
- After-course coaching available
- Digital Version of The Change Management Study Guide included
- Exam included (taken in class)

What to Expect

- **Exam Prep Course:** This course is designed to help you prepare for a certification exam. You can expect coverage of all exam learning objectives, with a focus on understanding key concepts, terminology, and how they're assessed.
- **Content Volume:** Certification courses cover a large amount of material in a short time. Instructors

prioritize content tied to exam objectives and supplementary topics may be addressed as time allows.

- **Content Pace:** Certification courses are fast-paced so that all exam objectives are covered. Instructors adhere to a stricter schedule so that everything is covered. While discussions and examples are included, the focus remains on certification readiness.
- **Outside of Class Study Time:** Plan for self-study outside of class, especially if the content is new to you. Passing the exam is not guaranteed.

Audience & Prerequisites

- **Who Should Attend:** This course is intended for anyone who is interested in understanding the basic principles of achieving successful organizational change, transition or transformation. Team members involved in organizational change, transition or transformation projects will benefit from this course.
- **Official Prerequisites:** There are no official prerequisites for the Change Management Foundation certification. The Change Management Foundation certificate is a pre-requisite to sit the Change Management Practitioner exam.
- **Pre-Course Knowledge:** Previous change management experience is helpful but not required.

Certification & Exam Information

- **Certification Alignment:** This course helps attendees prepare for the Change Management Foundation and Practitioner v3 certifications.
- **Certification Expectations:** Attendees should expect that some study outside of course hours will be required for certification success. The amount of self-study will depend on prior familiarity with the topic. Passing the exam is not guaranteed.
- **Exam Details:** The exams are taken in class. The Foundation exam is multiple choice, 25 marks required to pass (out of 50 available) – 50%, 40 minutes duration, closed-book. The Practitioner exam is an objective testing based on a case study scenario which includes 5 sections of 16 marks each, 40 marks required to pass (out of 80 available) – 50%, 2.5 hours duration, Restricted open book – The APMG Change Management Study Guide.
- **Exam Schedule:** APMG Change Management Foundation examination are invigilated during class hours by the course instructor. The Foundation examination is taken on Day 3 of the course. before attempting the Practitioner examination, taken on the morning of Day 5.

APMG™ Change Management v3 Certification Training Course Outline

Learning Objectives Course Information

Required Pre-Course Preparation

- Ensure you have access to your My Learning Tree portals before the start of class. Reach out to Learning Tree customer service should you require assistance.
- Some pre-course reading of The Change Management Study Guide is required.
- Be prepared for up to two hours of study after class each evening, depending on your prior level of familiarity with the course material.

Module 1: Organisational Context & Approach (OA)

By the end of this module you will be able to:

- Identify the link between change management and benefits
- Apply Kelman's three levels of Adoption
- Define simple and/or chaotic change
- Understand planned change vs. emergent change
- Use systems thinking to better understand and manage change
- Apply Force Field Analysis to better understand and manage organisational context
- Utilise Co-design for effective change
- Apply structured approaches, such as ADKAR and the Change Management Cycle
- Appreciate the benefits of using an AGILE approach

Module 2: People and Change (PC)

By the end of this module you will be able to:

- Appreciate and understand human responses to change
- Understand the link between neuroscience and change management
- Utilise the change curve
- Lead the change journey
- Understand motivations and drives affecting change
- Appreciate and manage the impact of survival and learning anxiety
- Recognise different learning styles and how to integrate them into change projects

Module 3: Change Leadership & Teams (CT)

By the end of this module you will be able to:

- Identify and understand key roles in managing change including Change Sponsor and Change Agent
- Create Psychological Safety during change Influence and lead change at all levels within organizational culture
- Create, build and develop change teams
- Harvest the value of team diversity

Module 4: Stakeholders and Communication (SC)

By the end of this module you will be able to:

- Identify and define stakeholders
- Use stakeholder analysis techniques
- Use stakeholder levels of power and stakeholder mapping techniques
- Plan and build stakeholder engagement
- Apply communication theory, including:
- Appealing to hearts & minds
- Barriers to communication

- Planning and delivering communication

Module 5: Work of the Change Manager (WM)

By the end of this module you will be able to:

- Assess change impacts and change impact severity
- Identify, understand and manage resistance to change
- Measure and analyse the effectiveness and benefits of change interventions
- Build a change analytics strategy

Module 6: Developing Professional Change Practice (Practitioner only)

By the end of this module you will be able to:

- Create momentum and sustain change
- Identify learning needs and learning objectives
- Deliver effective coaching techniques to support change
- Develop techniques to deliver effective developmental feedback
- Manage potential conflict arising from change
- Facilitate co-design for effective change

APMG™ Change Management v3 Certification Training FAQs

What is this course about?

This course prepares you for the APMG Change Management Foundation Exam, given on Day 3, and Practitioner Exam, given on Day 5. You learn good practice models to deliver effective change within your workplace, including approaches to achieve buy-in and handle continuous change.

Who will benefit from this course?

This course is valuable for individuals wishing to achieve the APMG Change Management Certification. Anyone who must interact effectively with others to facilitate or direct change may find this course useful.

How do I earn Professional Development Units (PDUs) for this course?

Certification candidates and existing credential holders are responsible for reporting all Continuing Certification Requirements Program (CCR) activities to PMI. To report the completion of a Learning Tree course, you can use the Online PDU Resources System.

1. Log into your PMI Account: <https://www.pmi.org>
2. Locate the claim code associated with your course
3. On your profile dashboard, click "Report PDUs"
4. Click "I have a claim code" and enter your course's claim code
5. Submit your entry

PDU Information for This Course:

- Total PDUs: 29
- Technical PDUs: 1
- Leadership PDUs: 1
- Strategic & Business PDUs: 27
- PMI Claim Code: 1154AIHMG2

What knowledge should I have before attending this course?

Previous change management experience is helpful but not required.

What preparation is required for this course outside of class time?

- Some pre-course reading is required with the following materials, which are sent in advance of the course: "The Effective Change Manager's Handbook" and "The Learning Tree Pre-Course Study Guide."
- Each course day requires two hours of home study afterward.

When do I take the Change Management Foundation and Practitioner exams?

The APMG Change Management Foundation exams are invigilated during class hours by the course instructor. The Foundation exam is taken on Day 3 of the course and needs to be passed before attempting the Practitioner Exam which is taken on the morning of Day 5.