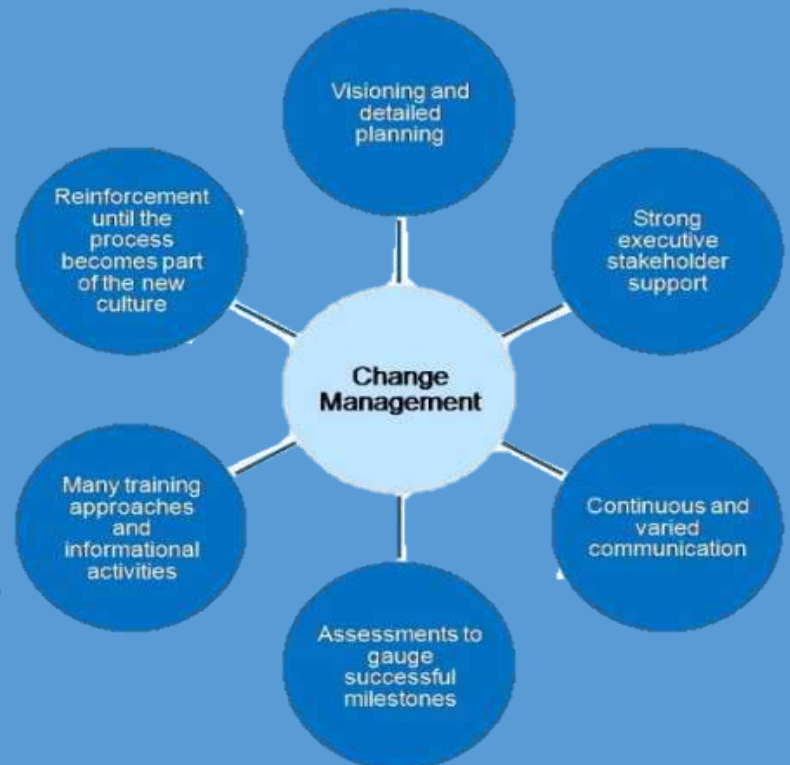


CHANGE MANAGEMENT STRATEGIES WORKSHOP



Training Materials will include

- Change Management Practitioner eToolkit
- Best Practices in Change Management Report
- Employee's Survival Guide to Change
- Change Management: the people side of change
- ADKAR®: a model for change in business, government and our community
- Course slides and handouts

Understanding the dynamics of organizational change and how best to Manage it to drive Adoption, Acceptance and Productivity

20th – 24th August, 2018 at Protea Hotel, OR Tambo Airport, Johannesburg, South Africa



ABOUT THE WORKSHOP:

In a business environment where 80% of projects fail, costing organizations in ROI each year, leaders are beginning to understand that any project requiring a change in human attitudes or behaviors must have Change Management embedded from the beginning in order to succeed. The old, linear Project Management model is not effective in such situations.

In this five-day workshop, participants learn exactly what Change Management entails and how to assess, plan, and successfully implement and sustain large-scale business changes. They also learn why successful change must originate, grow and live within an organization – the process cannot be handed off to consultants to manage.

Our objective is to set you on the path to developing Change Management competency within your own organization. Unlike other seminars that take an academic or theoretical approach, our workshop is based on practical Change Management experience and techniques proven in the Fortune 500 global marketplace

This workshop can be customized to the particular needs and business objectives of your organization. For example, the focus could be on solving one or more business problems the organization faces; aligning the instructional content and case exercises to different disciplines or business units within the organization; or a more in-depth exploration of one particular element of Change Management. You are invited to review the Program Content, identify, and prioritize the areas of greatest interest, and add to or subtract from the list of topics covered.

It is strongly encouraged for participants to bring their own case study to this workshop, i.e. a 'change' happening in their own organization. Throughout the workshop, participants can relate what they learn back to their daily practice which will help them to better understand what in their particular case study would help reduce resistance and maximize buy-in. Ultimately this workshop will provide participants with effective strategies being in used in successful environments leading to a relation to your own Change approach, thereof developing effective ideas on how to manage the change in your own organization successfully.

Key Benefits (At the end of the workshop you will be able to)

- Understanding and applying Change Management principles and techniques gives your organization a significant competitive advantage over organizations that do not have this capability, while significantly increasing your chances of project success.
- Developing Change Management competency within your organization will:
- Help you understand the critical role of Change Management in project success
- Enable you to plan, control, and adjust the change process in a more timely manner
- Create a stronger working relationship among all levels of management, staff, and stakeholders
- Help you guide the workforce through the performance dip and recover faster
- Provide the information you need for hiring and managing consultants more cost-effectively and producing the results you need
- Help create a culture of accountability across the organization
- Add significant value to the organization while helping participants advance their own careers

WHO SHOULD ATTEND

This program is designed for mid- to senior-level managers and supervisors from all Business sectors who wish to acquire Change Management competency, or become familiar with its practice.

Professionals in the areas of Human Resources, Project Management, IT, Communications, Training, Sales, Marketing, and Customer Service are highly recommended to participate in this workshop

You can register for this training by submitting a downloadable registration form found on our website

Or Kindly Contact us for more information

Email: registrations@forumis.org

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www.forumis.org



Program Rollout

DAY 1

CHANGE MANAGEMENT OVERVIEW

- Defining Change Management and its critical role in ensuring project success when changes in human behavior are required.
- Demonstrating why focusing on the personal / emotional aspects of change is even more important than the organizational aspects.
- Explaining why ongoing engagement with stakeholders is critical throughout all stages of the project. Introduces the key principles, best practices, systematic framework, change elements and typical activities necessary to plan and manage effective, measurable and sustainable change.
- Clearing up common myths about Change Management – e.g., it's about much more than Communication and Training
- Explaining the synergies with, similarities to and differences from conventional project management.

CHANGE LEADERSHIP

- Emphasizing the essential role of leaders in change project success through active and visible sponsorship.
- Demonstrating the importance of emotional intelligence, understanding leadership personalities and styles, determining the support the leaders require, helping them avoid common mistakes made by leaders, coaching them through the change process, and helping them help the workforce through the performance dip.
- Explaining how leadership styles and messages affect the emotional reactions of stakeholders, why stakeholder emotions constitute a Zero Sum game, and why only the leaders can initiate and sustain change.

DAY 2

CHANGE ASSESSMENT

- Demonstrating how assessment provides the foundation for all the change planning that takes place throughout the change process, and why it is key to a successful change implementation.
- Identifying the people who need to be involved in the assessment process.
- Determining how a proposed change will impact an organization and its people, how to create an approach to achieve the change vision, and how to build a business case for the change.
- Translating the change into its key phases; conducting stakeholder, process, and risk analyses; conducting a gap analysis and identifying barriers to performance; measurement tools for each phase of the change project.

DAY 3

CHANGE PLANNING

- Demonstrating how to use the information gathered during Assessment to develop a high-level strategic change plan

encompassing the necessary elements for project success, review the plan with leaders and modify as necessary.

- Showing how to break the elements of change into objectives and activities;
 - mapping out the necessary activities phase by phase;
 - creating a tactical change plan and review it with leaders and stakeholders;
 - Integrating the change activities into the project plan prior to implementation.
- Explaining the importance of setting up a continuous feedback loop with stakeholders to ensure that plans can be modified as necessary.

DAY 4

COMMUNICATION AND ENGAGEMENT

- Communication Strategies that drives each stakeholder's decision whether to support or resist a change.
 - Defining communication objectives and principles.
 - Identifying key activities required to plan and execute communications effectively, including vision statement, key message development, standard presentation for executives, timelines, audiences, delivery channels, content development and review process.
- Explaining principles and tactics of successful engagement sessions.
- Showing how to create an overall Communication and Engagement plan designed for targeted and timely delivery of messages and collection and integration of stakeholder feedback into the planning process.

DAY 5

IMPLEMENTING AND SUSTAINING THE CHANGE

- Understanding the details of the change as new processes and technologies are introduced into the organization.
- Translating change activities into individual roles and responsibilities.
- Ensuring that key messages continue to be delivered on the appropriate timeline, and that leaders continue to provide active and visible sponsorship.
- Assisting the workforce in its transition through the performance dip.
- Ensuring that learning objectives are properly identified and Training activities are appropriately planned and measured. What to do if the project runs off track.
- Validating that the change implementation plan is designed for sustainability.
- Preparing and executing the handoff from the project team to key operations staff in the workforce.
- Conducting a project review and documenting lessons learned for use in future change projects.

CHANGE MANAGEMENT STRATEGIES WORKSHOP

To secure your booking, please complete, sign and email a scanned copy to registrations@forumis.org

Approving Manager Details:

Prof Dr Mr Mrs Miss Name & Surname
 Telephone..... Position
 Organization Email
 Physical Address..... Signature.....

THIS BOOKING IS INVALID WITHOUT A SIGNATURE

Participant Details:

Prof Dr Mr Mrs Miss Name & Surname
 Telephone..... Position Email

Prof Dr Mr Mrs Miss Name & Surname
 Telephone..... Position Email

Prof Dr Mr Mrs Miss Name & Surname
 Telephone..... Position Email

KINDLY CHOOSE YOUR CONVENIENT VENUE AND FEE OPTION

20th – 24th August, 2018 at Protea Hotel, OR Tambo Airport, Johannesburg, South Africa

- Fee Option 1: Johannesburg South Africa –**
5 day Workshop = **USD 3,550.00 per delegate** include 6 nights bed & breakfast, round trip airport transfer, lunch, conference documentation and limited refreshments.
- Fee Option 2: Johannesburg South Africa –**
5 day Workshop = **USD 2,500.00 per delegate** include, training material, lunch, limited refreshment

Would you like us to organize your hotel booking?	Yes	No
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IMPORTANT: PLEASE NOTE THAT CASH PAYMENT OR A BANK CERTIFIED PROOF OF TRANSFER IS THE BASIS FOR ADMISSION.

Payment Method (*Please choose one)	Cash	Direct Deposit Bank Transfer (EFT)
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Our Banking Details

Bank:	Standard Bank	Account Name:	Forum For Information Systems
Account Number:	303049561	Branch Code:	001255
Branch Name:	Rivonia	Swift Code:	SBZAZAJJ

CANCELLATION AND POSTPONEMENT POLICY

All cancellations or postponements must be confirmed in writing and e-mailed to info@forumis.org. Cancellations 10 to 5 Business days prior to the event will attract a 25% cancellation fee. Cancellations received less than 5 Business days prior to the event will result in a 50% cancellation fee. No shows will attract a 100% cancellation fee. Maximum permissible interest will be levied on any outstanding invoices. You are however welcome to substitute your attendance with an appropriately qualified colleague. Postponement to a later date must be received in writing no less than 5 Business days prior to the initial event in order to waive the cancellation fee. This waiver will only be applicable once.

GENERAL NOTES

In the event of unforeseen circumstances, ForumIS reserves the right to change the speakers, the venue or the date. Delegates will be notified of changes or cancellations of events no later than 5 Business days prior to the event and all paid-up invoices will be fully refunded in a case of cancellation or credited to another event within 6 months, we however welcome donations to the organization for our cause of rural literacy campaign.