COURSE OUTLINE

Course Code: PM-CMF

Course Name: Change Management™ Foundation

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
2 days	N/A	VILT	Foundation Exams	Project Mangement

Course Overview

The Change Management certification has been developed by APMG-International in partnership with the Change Management Institute (CMI), an independent, global professional association of change managers. Together they have developed a professional 'body of knowledge' for the discipline of change management. The qualification has Foundation and Practitioner levels. The new syllabus samples a wide range of knowledge regarding the theory and practice of change management including:

• change and the individual

• change and the organization

• communication and stakeholder engagement

• change practice The change management course presents the whole change process, from idea to implementation. Training is delivered by an experienced and accredited trainer in a constructive, interactive and practical workshop style with team exercises, input sessions and discussions. Change management (sometimes abbreviated as CM) is a collective term for all approaches to prepare, support, and help individuals, teams, and organizations in making organizational change.

Prerequisites

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This course would be of interest to all individuals who contribute in various ways to the process of change management, including:

• Recognizing the need for change and defining that change

• Assessing the organization's capability and capacity for change

• Acquiring resources, planning change and assessing its impact

• Equipping people with appropriate knowledge, skills and attitudes

• Communication & managing change projects and measuring change progress.

• Facilitating and/ or managing groups working on change initiatives

Target Audience

Topics

• A change management perspective

- Defining change

- Managing benefits: Ensuring change delivers value

- Stakeholder strategy

- Communication and engagement

- Change readiness, planning and measurement

- Project management: Change initiatives, projects and programmes

- Education and learning support

- Facilitation

- Sustaining change

- Personal and professional management

- Organizational considerations

- Involvement and engagement

- Generating Gains

 - Testing the waters with change ready employees.

Phase 5-Advance to future initiatives

- Initializing changes

- Evaluating change results

- Building capacity for continuous change and the next steps

- Changing the tune

- Nothing will change if you don't activities

Exams and Certifications

Exam Format (Closed Book)

• Multiple choice

• 75 questions per paper

• 5 trial questions (not counted in scores)

• 35 out of 70 marks required to pass

• 60 minutes duration

COMPLETING THIS COURSE WILL ASSIST YOU TO:

• Build your company's resilience to change; create the capability to take full advantage of our changing world

• Exercise and embed business agility throughout your organization.

• Minimise change risk, maximise change energy

• Understand the human response to change and offer mechanisms to cope and embrace change.

• Understand various types of change, along with approaches to implement the change.

• Know how to plan, execute, and measure successful change within an organisation

• Build relationships with stakeholders to unearth and manage their expectations

• Be a great communicator

• Understand how individuals are impacted by change and be able to develop strategies to help people through change.

• Develop insights into how organizations work, organizational culture and the models and process of change.

• Understand the drivers of change, the change governance structures typically used in organizations and how to define a change vision.

 • Appreciate how to prepare people for change and support their learning and motivation to change

• Learn about the stakeholder engagement process and how to develop suitable communications strategies and plans.

• Appreciate the impact of change on organizations, how to build momentum for change and sustain it.

• Understand the importance of defined change roles, and how to build and support an effective change team.

• Understand the key principles in defining what is to be learned by all involved in a change initiative.

• Appreciate the 'project' environment in which change is governed and delivered and change managed.

• Learn about the organizational 'levers', adoption approaches and reinforcing systems typically used to sustain change, so that it becomes embedded in an organization.

FOUNDATION

The purpose of the Foundation qualification is to confirm that a candidate has sufficient knowledge and understanding of Change Management to work as a member of a team working on an organisational change initiative. The Foundation certification is also a pre-requisite for the APMG Practitioner certification.

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