



VIRTUAL INSTRUCTOR-LED TRAINING

CHANGE MANAGEMENT (1 DAY)

A Specialised Kwelanga Training Programme

INTRODUCTION

Covid-19 has thrown the entire world into a state of flux that we never imagined. Everything as we know it has changed. More than ever, the ability for individuals to adapt to change and the skill to lead teams through change is key to success. Markets and technology are changing. Customers, competitors and staff are changing. Society, economics and politics are changing. Each change triggers the need to create a new tomorrow.

Individuals in today's ever-changing organisations need to be pro-active in identifying the need for change in order to constantly improve their department, division and organisation. They also need to be equipped to manage the change process by overcoming resistance and achieving a smooth transition from past to future. This programme will explore the effect of change on individuals and how to successfully lead your team through this uncertain time and implement organisational change necessary for survival.

WHAT THIS COURSE CAN DO FOR YOU...

- Provide an understanding of the process one goes through when faced with change
- Understand why managing change is so important
- Simplify change management
- Understanding different aspects of change management
- Provide practical use of tools to assist when managing change

TARGET AUDIENCE

Individuals will now need to adapt to a new way of doing things, both in their work and personal lives and be effective in this 'new world' that Covid-19 has thrust us into. They will not only need to accept and embrace the change themselves but also assist their team members in doing so, while implementing change initiatives within their organisation. Teams who have undergone change or will be undergoing change will also benefit from this course.

As managers and employees it is important that we acknowledge that we are first individuals, and as individuals we go through the same process as our team members would when faced with change. It is therefore necessary for us to learn to cope with change and the process an individual goes through as a starting point.

COURSE CONTENT

Why Manage Change and Why do we need Change Management?

- Facts and figures
- "...because if you don't..."
- Benefits to the organisation
- Benefits to the individual employees

What is Change and Why do People Resist Change?

- Moving from the present to future
- Physical, intellectual and emotional

What is Change Management?

- Individual change leadership
- Organisational change management
- Different change models
- Transition curve
- Tools to help others through the transition
- Tools to help self through the transition

What Tools can Assist with Change Management?

- Sponsorship
- Stakeholder management
- Communication
- The role of perceptions during communication
- Reward, recognition and enticement
- Resistance management

Personal Accountability & Commitment Plan

VIRTUAL INSTRUCTOR-LED TRAINING

Participants "attend" virtual classroom training, through the Zoom on-line platform, without having to travel to and from the classroom each day. Courses are divided into several shorter sessions to minimise operational disruptions and improve knowledge retention.

Benefits of Virtual Instructor-Led Training

- ✚ Virtual training provides flexibility to both the client/delegate and facilitator.
- ✚ Delegates are active participants rather than relying entirely on the instructor.
- ✚ Virtual training is conducive to a more fluid exchange of ideas, focused real-life scenarios and an intensified level of engagement.
- ✚ Information is shared through video, documents, and written notes with learners in real-time.
- ✚ Delegates who have internet connection can learn at anytime and anywhere through virtual learning or through recorded videos.
- ✚ Delegates can participate in discussions and ask questions at any time.
- ✚ Breakout rooms allow delegates to work in groups and complete activities in teams which allows for a rich interactive experience.
- ✚ Access to expert facilitators who may otherwise be unable to visit workplaces due to unforeseen circumstances.
- ✚ Use of slides and video clips enhances virtual learning.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation. Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

***To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.***

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