COLLEGE AFRICA GROUP

Learn To Earn

This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Change Management for Managers

Course Specifications | Course Number: 088612 **| Course Length:** 0.5 day(s)

Course Description

With constantly shifting global economies and technological developments, businesses are constantly changing to exploit opportunities. Companies no longer have the luxury of remaining the same. Therefore, managers must constantly prepare for and implement change, guiding their employees through periods of transition.

Course Objective: You will implement and manage change.

Target Student: This course is intended for middle management, especially those with direct
reports, who are responsible for managing organizational change and maintaining employee
performance.

Prerequisites: There are no prerequisites for this course.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- plan for change.
- learn to communicate change.
- manage the impact of change on your team members.
- Successfully implement changes at work.

Course Content

Lesson 1: Planning for Change
Topic 1A: Analyze the Process of Change
Topic 1B: Identify Barriers to Change
Topic 1C: Determine Available Support

Lesson 2: Communicating Change
Topic 2A: Utilize Adopters of Change
Topic 2B: Communicate Change

Lesson 3: Managing the Initial Impact of Change
Educate Employees on the Change Process
Topic 3B: Implement Strategies to Deal with Stress Topic 3C: Cope with Fear

Lesson 4: Implementing Change
Topic 4A: Engage Employees
Topic 4B: Capitalize on the Change Process
Topic 4C: Maximize the Benefits of Change
Topic 4D: Reframe Change
Topic 4E: Label Milestones
Topic 4F: Troubleshoot Issues
Topic 4G: Report Results

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (http://www.collegeafricagroup.com)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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EBOOKS AND ONLINE TAINING

Excel Essentials 2013 Ebook, workbooks, and solutions.
Excel Intermediate 2013 Ebook, workbooks, and solutions.
Excel Advanced 2013 Ebook, workbooks, and solutions.
Excel comprehensive online courses, email for more details.

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