

Workshop Outline



"Your Project Management Knowledge Connection"

OVERVIEW

Of the many challenges facing today's project leaders, managing organizational change is often the most difficult. Implementing successful change involves a complex process that balances strategic and technical requirements against the "soft stuff" of human behaviour.

This workshop takes a practical look at organizational change management in a project setting. Rich in "real-world" experience, it will equip project leaders with concepts, tools and techniques for planning, managing and integrating the changes needed to drive project benefits into your business to meet organizational strategic goals.

AUDIENCE

This workshop is intended for Project and Operational Managers and those who are currently or about to be involved in projects causing change internal and/or external to the organization. It is also for Senior Managers and Executives who wish to grow their knowledge of change management and integration concepts, in order to manage stakeholders and implement necessary change in the organization. The workshop is very hands-on, hence it is recommended to limit to a maximum of 16 participants.

BENEFITS – MOTIVATE STAKEHOLDERS TO ADOPT & LEAD CRITICAL CHANGES

- Recognize the power of relationships & how relationships can influence key people and groups
- Understand why people resist change and overcome resistance to change by applying proven techniques to productively manage and motivate stakeholders
- Use constructive methods to prepare people for change
- Build an effective change management team
- Learn a common structure approach to managing change
- Assess the impact a project will have on the organization
- Build a dynamic organizational change integration plan for the components in your organization that will be affected by the upcoming change
- Tailor your change strategy to fit the nature, magnitude and complexity of the evolving situations
- Integrate change into the organization as quickly and smoothly as possible
- Improve upon sustainable results

FORMAT

The hands-on format features interactive discussion, action-learning and team simulated exercises. You will be grouped into teams that will work together in "real-world" project environments. Each team will use the tools and techniques presented in the workshop, enabling you to experience the process of collaborative planning and see its effectiveness firsthand. In addition, hand-outs are provided for reference, dialogue sessions and reviews are conducted for experience and idea sharing, and guided feedback from the Workshop Leader to reinforce learning. This format will enable you to immediately apply change integration and management skills back at work.

TAKE-AWAYS

- Reference Manual
- Hand-Outs and Templates
- Certificate of Completion
- 14 PMI® Professional Development Units (PDUs)
- Website & Book References

COURSE CONTENT

Introduction

- Workshop Guidelines
- Introductions
- Workshop Objectives, Format & Agenda

Change Management Framework

- Forces That Drive Change in Organizations
- Where Change Management Fits in the Project Life Cycle
- Benefits of Managing Change in a Project Environment
- Building and Preparing the Guiding Coalition Team
- Change Integration Team Key Roles and Responsibilities
- Key Reasons Change Initiatives Fail
- Guiding Principles

Understanding and Motivating Stakeholders

- Identifying and Assessing Stakeholders
- Comprehending Stakeholders' Attitudes and Behaviours to Change
- Managing Resistance and Motivating People to Change
- Encouraging Stakeholders to Lead Change
- Guiding Principles

Integrating Change

- Critical Success Steps in Leading Change
- Initiating, Planning, Achieving & Sustaining Change: Key Components of the Organizational Change Integration Plan
- Identifying Stakeholder Supporters vs. Resistors
- Evaluating the Impact of Change on the Key Organization Areas
- Assessing Organizational & Individual Readiness
- Guiding Principles

Workshop Conclusion

- Avoiding Mistakes of the Past - Tips to Remember
- Individual Opportunities for Improvement



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