

Change Management for Employees

Length: One Day

Good employees have always been expected to go along with management initiatives without much concern. Employees today are more aware of organization issues and have a heightened interest in actions that affect them and their work life. This course provides the basis for employees understanding the framework for organization change.

Everyone who works in the business world today is faced with constant changes and is expected to adapt. In this course, employees will identify methods for solving problems resulting from workplace changes. Students will define change management and identify strategies for effectively preparing for change, coping with reaction to change, and becoming an agent of change in their working lives.

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

- Describe change in the workplace, and effective strategies for change management.
- Define anticipating and embracing change, and identify best practices for both.

Course Content

UNDERSTANDING CHANGE

- Assess Your Reaction to Change
- Cope with Stress
- Cope with Fear
- Conduct Informational Interviews

ANALYZING CHANGE

- Conduct a Change Analysis
- Study the Competition

EMBRACING CHANGE

- Anticipate Change
- Identify Best Practices for Reframing Change
- Identify Best Practices for Embracing Change

INTRODUCTION & OBJECTIVES

- Program objective
- Maximum impact, Minimal Time

FUNDAMENTALS

- Effective communication
- A recent change initiative
- Why change initiatives fail

- An illustration of success

UNDERSTANDING

- First awareness for employees
 - Understanding
- The framework for change
- Principles of motivation
- Your perspective

LEADING YOURSELF

- Second awareness for employees
 - Guiding yourself
 - Authority vs. responsibility
- An initiative they did not work
- Self-Direction
- Essential building block- collaborating
- Being a useful team contributor
- The art of listening – E.A.R.

NEXT RIGHT STEPS

- Plan for tomorrow