Change Management Foundation

CATEGORY Organizational Change Management	**LEVEL** Foundation	**DURATION** 3 days

COURSE DELIVERY

Classroom or virtual Classroom

TARGET AUDIENCE

- Change Implementers (e,g Change / Project Managers)
- Change Agents
- Change Support staff
- Change Leaders (e.g.department leads & operational managers)
- Individuals who want to develop their skills in communication, leadership, and navigating organizational change.

PREREQUISITES

A basic understanding of change management is beneficial but not mandatory. An open mindset and a willingness to embrace change are essential.

EXAM INFO

- 50 multiple-choice questions, closed book
- 50% pass mark (25/50)
- 40 minutes duration

CERTIFICATE

Change Management Foundation

EXAM BODY

APMG

COURSE DESCRIPTION

Change is inevitable. For many organizations, change can become a regular occurrence, particularly in the current climate in which organizations must adapt to remain competitive, evolve, or simply survive. Accordingly, dealing with change and the impact of changes is a high priority for organizations. Change Management is gaining increasing recognition as a profession, with demand growing for qualified and experienced change practitioners, managers and leaders.

The **Change Management Foundation** course equips you with the knowledge and skills to effectively manage and lead change initiatives within your organization. Developed in partnership with the Change Management Institute, training is based on the Effective Change Manager's Handbook (ECMH), examinable text for the Institute's Change Management Body of Knowledge (CMBoK).

COURSE AND LEARNING OBJECTIVES

At the end of this course, participants will be able to understand :

- **The nature of change:**
  Understand why change is necessary and how it impacts individuals, teams, and organizations.

- **Change Management Body of Knowledge (CMBoK):**
  Gain a thorough grounding in the principles and best practices outlined in the CMBoK, the industry standard for change management.

- **Planning and implementing change:**
  Learn practical frameworks for designing, planning, and executing change initiatives, including stakeholder engagement, communication strategies, and risk management.

- **Supporting and sustaining change:**
  Discover techniques to overcome resistance, build commitment, and ensure the long- term success of change initiatives.

- **Change management tools and models:**
  Explore various models and tools like Kotter's 8-Step Change Model, ADKAR Model, and Force Field Analysis to guide your change efforts.

- **Exam Preparedness:**
  Equip yourself with the knowledge and strategies to excel in the Change Management Foundation certification exam.

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RELATED TRAINING

- Change Management Practitioner
- AgilePM® Foundation
- AgilePM® Practitioner
- Agile Scrum Foundation
- Agile Scrum Master
- Agile Scrum Product Owner
- PRINCE2 Agile® Foundation
- PRINCE2 Agile® Practitioner
- PRINCE2® Foundation
- PRINCE2® Practitioner
- MSP® (Managing Successful Programmes) Foundation
- MSP® (Managing Successful Programmes) Practitioner

EDUCATION SOLUTIONS

www.MindMagine.com/education-solutions/

BENEFITS

- **Enhance your career prospects:**
  Gain a recognized credential that validates your expertise in change management and opens doors to new opportunities.

- **Become a better change leader:**
  Develop the skills to navigate change effectively, minimize disruptions, and drive successful outcomes.

- **Improve organizational performance:**
  Equip yourself to help your organization adapt to new challenges, embrace innovation, and achieve its goals.

- **Boost your communication and interpersonal skills:**
  Learn how to effectively communicate change, manage stakeholder relationships, and build trust within your team.

- **Enable better change adoption**
  Increase the overall success of projects and other major change initiatives & transformations in your organization

- **Improve change management knowledge:**
  Develop the skills of employees involved in organizational change to better manage the impact and acceptance of change

- **Best practice for easier application:**
  Benefit from existing, recognized best practice; no need to develop a unique framework & processes (often at significant cost)

Change Management Foundation

EMPOWERING PROFESSIONALS

As MindMagine, we have trained more than 60,000 professionals over Asia and Oceania since 2001.

Our focus in our training is to empower our participants by balancing practical experience and the theoretical background. The participants walk away with knowledge to apply the learnings and the theoretical background to successfully pass the exam requirements.

Our education portfolio ranges from courses in business services and processes to IT services and processes. This portfolio has enabled us to support our clients end to end in their organizations and enable synergy throughout corporate value chains.

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COURSE STUDENT MATERIAL

Participants will receive Change Management Foundation classroom workbook containing all of the presentation materials, course notes, case study and sample exams.

CONCEPTS COVERED

1. Introduction to Change Management
- Defining change and why it matters
- Understanding the impact of change on individuals, teams, and organizations
- Exploring the Change Management Body of Knowledge (CMBoK)

2. Planning and Implementing Change
- Developing a clear vision and strategy for change
- Identifying stakeholders and their needs
- Creating a communication plan
- Managing risk and resistance

3. Tools and Techniques for Change Management
- Kotter's 8-Step Change Model
- ADKAR Model
- Force Field Analysis
- Other relevant models and frameworks

4. Implementing and Supporting Change
- Building commitment and buy-in
- Managing transitions and disruptions
- Providing support and training
- Measuring and evaluating the success of change initiatives

5. Sustaining Change
- Embedding change into the organizational culture
- Preventing regression and backsliding
- Continuously improving change management practices

6. Leading Change
- Change leadership
- Stakeholder engagement
- Communication strategies
- Managing resistance to change
- Building resilience
- Ethics in change management