



<b>Title</b>	Planning & Executing Change Initiatives Effectively
<b>Purpose</b>	To provide team leaders, senior managers and project delivery staff with a practical framework and suite of tools to assist them in planning & executing change management initiatives in the work place.
<b>Prerequisites</b>	None
<b>Duration</b>	4 hours
<b>Learning Outcomes</b>	<p>Participants will be able to:</p> <ul style="list-style-type: none"><li>• Describe what 'Change Management' is and what it seeks to focus on.</li><li>• Understand the importance of 'Change Management' in the context of delivering a successful project/initiative.</li><li>• Put into practice the 'Stakeholder Analysis &amp; Mapping' tool, as part of initiating a change project.</li><li>• Put into practice the 'Stakeholder Engagement &amp; Communication Planning' tool to support stakeholder understanding and buy-in.</li><li>• Put into practice the 'Stakeholder Change Impact Analysis' tool, as part of detailed planning around how different stakeholders will be affected, and how best to engage, prepare and support them through the transition.</li><li>• Understand the key themes behind effective 'Change Management' as reflected in John Kotter's book – 'Our Iceberg is Melting'. <i>Each participant will also receive a complimentary copy of the book as a memento of the training workshop.</i></li></ul>
<b>Contents Overview</b>	<p><b>Session 1:</b> What is Change Management &amp; Why Bother (est dur – 30 mins)</p> <ul style="list-style-type: none"><li>• Introduction to the workshop &amp; agenda, reminders, etc.</li><li>• What typically do people associate with the term 'Change Management' – "What is this thing called Change Management?"</li><li>• Introduction to the Foundations Consulting 'Change Management Framework' (incl. handout).</li><li>• What role does effective 'Change Management' play in respect to delivering a successful project &amp; related business benefits.</li></ul> <p><b>Session 2:</b> Stakeholder Analysis &amp; Mapping (est dur – 60 mins)</p> <ul style="list-style-type: none"><li>• Introduction to the Foundations Consulting 'Stakeholder Analysis &amp; Mapping' tool (incl. handout).</li><li>• Practice exercise applying the 'Stakeholder Analysis &amp; Mapping' tool to a specific project/initiative that the participants are involved with or responsible for.</li><li>• Group debrief on the lessons learnt &amp; tips identified as part of completing their individual exercise.</li></ul>



**Session 3: Stakeholder Engagement & Communication Planning**  
(est dur – 60 mins)

- Introduction to the Foundations Consulting ‘Stakeholder Engagement & Communication Planning’ tool (incl. handouts).
- Practice exercise applying the ‘Stakeholder Engagement & Communication Planning’ tool to a specific project/initiative that the participants are involved with or responsible for – building upon Session 2.
- Group debrief on the lessons learnt & tips identified as part of completing their individual exercise.
- Tips for effective communication (incl. handout).

**Session 4: Stakeholder Change Impact Analysis** (est dur – 60 mins)

- Introduction to the Foundations Consulting ‘Stakeholder Change Impact Analysis’ tool (incl. handout).
- Practice exercise applying the ‘Stakeholder Change Impact Analysis’ tool to a specific project/initiative that the participants are involved with or responsible for – building upon Sessions 2 & 3.
- Group debrief on the lessons learnt & tips identified as part of completing their individual exercise.

**Session 5: Overview of ‘Our Iceberg is Melting’** (est dur - 15 mins)

- Summary of the key themes behind effective ‘Change Management’ as reflected in John Kotter’s book – ‘Our Iceberg is Melting’.
- Copy of the book distributed to participants as a memento of the training workshop.

**Session 6: Wrap-up & Questions** (est dur - 15 mins)

- Recap of the sessions and the content/tools discussed.
- A final invitation for further questions & comments.

**Instructional Strategies**

- Instructor led presentation of material and the various tools by David Mernagh, with ongoing interaction and Q&A.
- Facilitated group discussions (capturing ideas/thoughts on whiteboard/flip chart).
- Individual practice exercises for each attendee with group debrief on the lessons learnt & tips identified (*learn by doing*).
- Typically class sizes no more than 10 and minimum of 6.



## Learning Resources

- PowerPoint Slides (laptop/projector/screen).
- Participant Binders (copy of materials, tools, practice exercise templates, other take-aways).
- Copy of John Kotter's book - 'Our Iceberg is Melting' for each participant.
- Whiteboard (printable) & pens.
- Flipchart & pens.
- Evaluation Questionnaire on completion of training workshop.

## Optional Extension into the Workplace

### Post Workshop Mentoring & Coaching

- 2 x 2hr mentoring & coaching sessions with each participant to see how they have applied the tools & learnings back in the work place (ie. on a project/change initiative they are involved in or responsible for).
- Opportunity for specific questions and areas of interest to be explored on a one-on-one basis re-enforcing the skills, knowledge & tools covered as part of the training workshop.
- Typically applied over the 4 weeks post the workshop and scheduled in the participant's diaries as an extension of their Learning & Development program.

