

Take Charge of Change



COURSE OUTLINE

Overview

Every workplace is experiencing change, and many employees would like to find ways to better manage the ever-increasing change being imposed in their jobs. This course is designed to provide staff with the tools and strategies to manage the change process to maximize benefits to them and their workplace. Participants will gain a better understanding of the benefits and impacts of change, and be provided with skills to make the most of change. Participants are encouraged to embrace change as a means of improving their own job satisfaction, and transforming their approach to work.

Value Add

- Participants acquire the ability to respond to change in an effective way.
- Participants will feel energized to work with change for their own advantage.
- Reduced stress and increased motivation for employees.
- Identify the impacts of change on your workplace and how to effectively respond to change.
- Ability to use change to continuously improve the workplace.

Learning Outcomes

1. Awareness of the impacts of change on self and others in the workplace.
2. Understand the drivers and benefits of change.
3. Understand the effects of change and skills for coping with change.
4. Ability to maximize the advantages of change, and continuously improve.

This course would be ideal for...

- Employees who feel overwhelmed by the impact of change and wish to gain more from change.
- Managers/supervisors who are managing teams going through significant change processes.

Contact Us

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SAMPLE PROGRAM

Time	Topic	Participant Activity
9.00	<ul style="list-style-type: none"> • Welcome <ul style="list-style-type: none"> ⇒ Introduction of presenters ⇒ Introduction of participants ⇒ Context of workshop • Key questions to be answered by the end of the workshop • Change and the Individual <ul style="list-style-type: none"> ⇒ Self awareness ⇒ Typical responses and behaviours 	<ul style="list-style-type: none"> • Introduction activity • Participants to brainstorm key questions and outcomes • Self assessment exercise relating to personality traits • Group activity regarding motivational forces
10.30	Morning Tea	
10.45	<ul style="list-style-type: none"> • Change and the Individual cont'd <ul style="list-style-type: none"> ⇒ Typical responses and behaviours • Understanding Change <ul style="list-style-type: none"> ⇒ Drivers of change ⇒ Benefits of change ⇒ How change impacts you 	<ul style="list-style-type: none"> • Participants to examine typical change responses • Participants to examine own responses to change • Group activity regarding behaviours experienced or observed in the workplace during change • Brainstorming activity regarding drivers of change • Individual review of work history and major changes which have occurred and impacts • Case study 1
12.30	Lunch	
1.15	<ul style="list-style-type: none"> • Understanding the Effects of Change <ul style="list-style-type: none"> ⇒ Managing change ⇒ Stress management ⇒ Skills for participating in change • Change and Continuous Improvement <ul style="list-style-type: none"> ⇒ Promoting change to achieve better results ⇒ 6 Step improvement program 	<ul style="list-style-type: none"> • Small group activity • Stress management strategy • Application of program for participating in change • Group activity to focus on the positives of change and achieving improvement through change • Case study 2
3.00	Afternoon Tea	
3.15	<ul style="list-style-type: none"> • Put it into Practice <ul style="list-style-type: none"> ⇒ Identifying Successes ⇒ How can you be more successful? • Review of original questions and expectations 	<ul style="list-style-type: none"> • Identify what you can do differently in your workplace • Development of action plan for implementation on return to work
5.00	Finish	