



# APMG International Change Management™ Foundation

## Introduction

The course focuses on the effects of change in four key areas: individual, organization, communication and stakeholder engagement and change practice. It is an intense course that requires delegates to prepare thoroughly and involves evening study. The course culminates in the Foundation examination on day 3.

It is complementary to MSP®, M\_o\_R® and PRINCE2® but knowledge of these approaches is not a pre-requisite for attendance.

The course provides an informative and valuable pathway of understanding through the maze of principles, theories and guidance on organisational change management, and gives a solid platform for clear best practice thinking and the application of useful tools and techniques for achieving successful change.

## Target Audience

This course is ideal for:

- Staff involved in Change Management
- Those leading or about to lead Change
- Those seeking the Foundation qualification
- Team members being affected by or affecting Change, and individuals who will need to support their colleagues, team and organisation through change, and/or manage themselves through change

## Course Benefits

- An internationally recognised APM Group qualification
- Understanding of the impacts of change
- Knowledge and understanding of how to support others through change
- Understanding to support the organisation through change

**Duration:** 3 days

**Pre-Requisites:** Some previous experience of change management or programme management would be useful but is not essential. There is some recommended pre-course reading and preparation.

**Public Event:** Public courses are designed to ensure sharing of individual's experiences and best practice in change management.

**In-House Event:** Can be tailored around a current or planned Change Programme to provide practical guidance and help with planning or transition.



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*MSP®, M\_o\_R®, PRINCE2® and P3M3® are [registered] trade marks of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.*

## About Aspire Europe

We are a company with roots entrenched in change programme management and performance improvement and have been at the forefront of leadership for 10 years, providing the lead authors for the 2007 and 2011 Managing Successful Programmes and the P3M3® Maturity Model for 2008 and 2013.

We constantly strive to offer refreshing courses, material and examples to the market and provide interesting and stimulating events.

We see benefits management as critical to the success of change in organisations and have provided consultants to perform this activity in the past.

We look at the tools and techniques that will be helpful day-to-day and identify areas where further development will help. In addition we will explore the different benefits management skills that will be required to maintain a benefits focus in a change programme.

The course is a key component of any professional development for a Business Change Manager or member of a change team. We offer further accredited courses to continue this development.

**Price on application**

**For more details please contact us**

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## Course Outline

Module	Content
<b>Change and the Individual</b>	<ul style="list-style-type: none"><li>• Learning process and styles</li><li>• Learning dip</li><li>• Models of individual change</li><li>• Motivation</li><li>• Individual differences</li></ul>
<b>Change and the Organization</b>	<ul style="list-style-type: none"><li>• Metaphors of organizations</li><li>• Organization culture and change</li><li>• Models of change</li><li>• Key roles in organizational change</li><li>• Drivers of change</li><li>• Developing vision</li></ul>
<b>Stakeholder strategy</b>	<ul style="list-style-type: none"><li>• Principles</li><li>• Identifying and segmenting stakeholders</li><li>• Personas and empathy maps</li><li>• Stakeholder mapping</li><li>• Influencing strategies</li></ul>
<b>Communication and engagement</b>	<ul style="list-style-type: none"><li>• Communication biases</li><li>• Feedback and communications approaches</li><li>• Communicating change – factors, barriers and approaches</li><li>• Communications channels (Push-Pull &amp; Lean-Rich)</li><li>• Planning communications</li></ul>
<b>Change impact</b>	<ul style="list-style-type: none"><li>• Identifying and assessing change impact</li><li>• Stakeholder impact assessment</li><li>• Change severity assessment</li></ul>
<b>Change readiness</b>	<ul style="list-style-type: none"><li>• Motivation to change and supporting individuals</li><li>• Change agent networks</li><li>• Building organizational change readiness</li><li>• Building the change team</li><li>• Change management plan</li><li>• Preparing for resistance</li></ul>
<b>FOUNDATION EXAMINATION</b>	Throughout the course, interwoven within the delivery of the theory and the practical examples of good practice, there is ongoing support and preparation for the examinations. We provide sample papers and worked exercise using a scenario/case study to help create situations which develop the delegates understanding and recall of the material.