

# Planning Change

**Course length:** 4 hours\*

**Course Code:** 100594BT017

**This course will help if you are responsible for managing a programme of planned change.**

## Benefits for the Learner

This course looks at the many challenges of implementing change at work – and how present change plans successfully to a workforce that might be sceptical or fearful.

It will help you to plan for change in a proactive and systematic way – from preparing a timescale and a communications plan to using a wide range of mechanisms to address the concerns of your team.

## Benefits for the Business

A static business that does not embrace change is unlikely to survive. But, unless handled carefully, a programme of change can unsettle employees, be met with considerable resistance and damage day-to-day trading activity.

This course will encourage managers to embrace the new opportunities that change brings and give them the skills they need to persuade colleagues – from the top to the bottom of your business – to “buy in” to a programme of change.

## What You Get From This Course

Having completed this course, you will be able to:

- Identify the factors that can trigger change within organisations
- Take a systematic approach to planning and implementing change programmes
- Communicate change programmes persuasively
- Involve other people in the change process

## What Does the Course Cover?

- The basic principles of change management
- Planning the change process
- Communicating change
- Involving people in change

## How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 4 hours to complete.

\*Courses are accessible for six months from the date of purchase.