

Change and Transformation: Preparations and Actions Required in an Organization



OVERALL OBJECTIVE

The Change and Transformation Management Workshop aims to equip participants to play an active role in the initiation and implementation of change within the organization. Gain skills to be able to plan for and lead the change and to ensure that the change is appropriate, strategically aligned and that others are assisted through the transformation process so that the obstacles to change are dealt with, and the implementation of the change is successful.

OUTCOMES

The participants will be able to :

- recognize the need for change and what it entails
- provide assistance to optimize the effectiveness of the change process
- align the strategy and change efforts
- deal with paradox and uncertainty
- become more flexible
- ensure personal and team effectiveness by
 - empowering self for action
 - empowering others for change
 - questioning effectively
- organize or assist with the implementation of change
- facilitate change on an individual, team and system level and garner support from the most senior management and the informal leaders in their areas

CONTENT

Determining the Need for Change

- Understand the context (pressures in the environment, external and internal)
- Diagnose change needs, team needs, and personal needs and conduct a credible action oriented needs analysis
- Explore the degree and impact of change on performance and progression and strategies to overcome any negative effects and harness the positive impact
- Optimally match skills and work requirements
- Use change cycles (phases) effectively

Dealing with Obstacles to Change

- Know what to avoid
- Deal with resistance
- Overcome standard objections to change
- Work through, and help facilitate others, personal transitions - cope with change
- Activate second order change
- Create an environment of participation
- Monitor and adjust the change process

Implementing Strategies to Change

- Manage the change process through paradigms, processes, routines, symbolic activity, political activity, systems, and structures
- Self-management techniques
- Work through unfreezing, anticipating, communicating, resourcing, experimenting and refreezing
- Take on the project leadership role during change
- Organize for throughout the change process - before, during, and after change
- Manage complexities
- Bring about real changes in behavior
- Take on a all the required change roles - liaising, transfer of current trends, organizing, joint venture, design process facilitation, feedback, organizational and human resource development, mentoring, integration, and resource

Follow Through

- Know how to implement a plan for managing change within an organization or team
- Suggestions to top management regarding actions required
- Monitor and feedback
- Practical planning for the initiation of change