

Managing Change Workshop (One Day)

This Programme was designed for a multi-national Media Company to equip managers with the specific skills required to manage a strategic restructure and redundancies. This event formed the first stage of development. Managers were also supported through a detailed accompanying Workbook and 1:1 coaching (where required by individuals).

Event Outline:

Session 1 Introduction

- Purpose
- Objectives
- Outcomes
- Personal Action Planning
- Group Action Planning
- **Activity 1:** Personal expectations and objectives

Session 2 Business Change - Context

- **Activity 2:** Experiences of change – factors affecting success or failure
- The Nature of Change
- The ingredients for effective change (*The Change Equation*)
- The Change Process
- **Activity 3:** Apply the Change Process model to a change within own functional area

Session 3 (Xxxxx company) – Strategy/Plans

- Overview of the change
- **Activity 4:** The present and the future – illustration without words
- **Activity 5:** What are the implications of the change for Xxxxx ; my team; the individuals; me?

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Session 4 Leading the Individual through Change

- The Transition Curve
- **Activity 6:** The Transition Curve and you
- Recognising the link between morale and performance
- **Activity 7:** How to maintain performance and productivity at an acceptable level
- Building and maintaining positive relationships
- Handling negative emotion (SARAH technique)
- Interactive listening
- Asking effective questions
- Giving feedback
- Helping others think clearly
- **Activity 8:** Helping a colleague think clearly
- Guidance for consultation
- Guidance for assessment
- Guidance for redundancy

Session 5 Leading the Team through Change

- Key questions
- **Activity 9:** Why is communication important, and what might be the blockages?
- Managing informal communication
- **Activity 10:** Managing the team through change – action plan

Session 6 Managing Yourself through the Change

- Choices
- Control and influence
- **Activity 11:** What can I control?

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Session 7 Summary

- Key points
- **Activity 12:** Personal Action Planning
- Share individual actions
- Agree group actions

17.00 **Close**