

Change Management Foundation

CHANGE MANAGEMENT TRAINING

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COURSE OVERVIEW

Change is inevitable. For many organizations, change can become a regular occurrence. Accordingly, dealing with change and, more significantly, the impact of change is a high priority for organizations. It is, therefore, important that individuals have the opportunity to develop their capabilities to deal with change before, during, and after it occurs. The Change Management Foundation training programs and qualifications are designed to help organizations and their people manage the impact of change. The underlying guidance and supporting training courses are designed to equip individuals with the knowledge, theories, and techniques to plan and implement successful change initiatives effectively.

Working in partnership with the Change Management Institute, the syllabus and exams are based on The Effective Change Manager's Handbook, designed to teach areas of knowledge defined by the Change Management Institute's Change Management Body of Knowledge (CMBok). This course is the official pre-requisite for the Organizational Change Management Practitioner course.

TARGET AUDIENCE

The Change Management Foundation Course is primarily intended for:

- Anyone interested in understanding the basic principles of change management.
- Team members involved in organizational change, transition, or transformation projects.
- Professionals pursuing the Change Management Practitioner certificate – for which the Change Management Foundation certificate is a pre-requisite

LEARNING OBJECTIVES

Individuals certified at this level will have demonstrated their understanding of:

- Change and the Individual – Exploring the reactions and stages individuals experience when subject to a change and practices to support people through the stages of change
- Change and the Organization – The aim of this module is to provide models to define and approach organizational change. We also cover the role of strategy, mechanisms to sustain the change, key change management documents, and change management roles, including the role of line and middle management. The role of project, program and portfolio management and their links to benefits and performance management frameworks for tracking and measuring the results of change.
- Communication & Stakeholder Engagement – The program covers the principles, practices, tools, and techniques to define a stakeholder engagement approach and explore influencing strategies with the aim of achieving support for change
- Change Management Practices – Exploring models to assess the impact of change, prepare people for change (change readiness), approaches for tackling resistance, and key elements for building and sustaining momentum.

COURSE SUMMARY

Certificate:

Change Management Foundation

Course Format:

Classroom, Virtual or Self-Paced

Course Duration:

Classroom: 3 days

Virtual: 4 days (2x2-hours a day)

EXAM FORMAT

- Multiple choice
- Four sections, total of 50 questions
- 25 marks required to pass (out of 50 available) – 50%
- 40 minutes duration
- Closed-book

