



# Change & Transition Management for Government Personnel

## A 2-Day *Hands-On* Workshop

**Course Description:** The workshop is designed to create a positive work environment that promotes cooperation by learning how to deal more effectively with change when it occurs. Learn to modify and adapt goals, respond to issues before they reach crisis mode and control anxiety. This workshop will focus on individual and organizational change.

### Air Force Competencies Addressed / Proficiency Levels

#### Employing Military Capabilities

Operational and Strategic Art  
Unit, AF, Joint, and Coalition Capabilities  
Non-Adversarial Crisis Response

#### Enterprise Perspective

Enterprise Structure and Relationships  
Government Organization and Processes  
Global, Regional, and Cultural Awareness  
Strategic Communication

#### Managing Organizations and Resources

Resource Stewardship	Intermediate
Change Management	Skilled
Continuous Improvement	Skilled

#### Strategic Thinking

Vision	Proficient
Decision Making	Proficient
Adaptability	Proficient

#### Leading People

Develops and Inspires Others	Proficient
Takes Care of People	Proficient
Diversity	Proficient

#### Fostering Collaborative Relationships

Builds Teams and Coalitions	Basic
Negotiating	Basic

#### Embodies Airman Culture

Ethical Leadership	
Followership	
Warrior Ethos	
Develops Self	Proficient



## Communicating

Speaking and Writing  
Active Listening

Skilled/Advanced  
Skilled/Advanced

**Who Should Attend:** Any supervisor or manager who is looking for ways to understand and embrace transition; Enhance teamwork; Manage conflict; Work with others; Take Initiative; Use Influence Strategies; and build self-confidence.

### Subjects covered in this workshop—

Learn the ADKAR™ Change Management Model

- Awareness of the need to change
- Desire to create; support; participate in and lead change
- Knowledge required to implement and introduce change
- Ability to effect the change
- Reinforce the changes made while continuing champion change

Enhance teamwork and productivity

Reduce individual anxiety and stress by learning to find Control, Understanding, Support, and Purpose in the midst of Change and Transition

Reduce conflicts and tension amongst staff

Create means of understanding and controlling Change

Use the "Focus-Reflect-Act" learning technique to process Change

Identify preferred personal approaches to processing Change and Transition

Focus on and define the specific challenges of the Change situation

Interpret and reflect on personal feelings, behaviors and expectations of the Change situation

Act and respond in constructive ways to the Change situation based upon this new learning experience and then take positive steps to move forward