

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. 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 should attend this workshop.

Learning Objectives & Topics 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
- Interpret and Reflect on Personal Feelings, Behaviors and Expectations of the Change Situation
- Identify Preferred Personal Approaches to Processing Change and Transition

Audience: This workshop is designed for government employees at all levels.

Toolkits:

Each Participant will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information

CPE Credits: 13.0

CEU Credits: 1.1

Suggested Program

Prerequisites: None

Advanced Preparation: None

NASBA Program Level: Basic

NASBA Field of Study:

Personal Development

Delivery Method: Group Live – Classroom

