

CHANGE & TRANSITION MANAGEMENT

A 2 Day Hands-On TMS Experience
Delivered in Live or Live Virtual Classrooms!

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

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

Toolkits:

Receive a **Student Textbook** and **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: 15.0

CEU Credits: 1.3

Suggested Program

Prerequisites: None

Advanced Preparation: None

NASBA Program Level: Basic

NASBA Field of Study:

Personal Development

Delivery Method: Group Live – Live Virtual Classroom



The TMS Philosophy and Approach

1 Quality Training

Interactive training that focuses on the **latest trends** in the government workforce utilizing instructional techniques based upon **innovative** adult learning practices delivered by certified, experienced, world-recognized and award-winning instructors.

2 Dynamic Instruction

You will find an **engaging environment** where attendees will build upon their professional habits, techniques, and skill sets through a series of **practical, participant-focused exercises** led by an energetic instructor who has over two decades of government and subject-related experience.

3 Personalized Learning

We tailor the classroom objectives to the participant's **personal goals, professional goals**, and the organization's mission.

4 Ongoing Support

Attendees receive an **online toolkit** with checklists, guidelines, & many more resources to enable participants to take their new skills and tools they learned in-class & apply them in their workplace.

5 OPM ECQ-Focused

Each TMS course is developed based on OPM's **Executive Core Qualifications**; this means each TMS course is designed to not only address the core competencies in a government culture, but we provide the skills needed and **results-driven** objectives to immediately influence performance, and professional development.

ANY training can be delivered VIRTUALLY and IN-PERSON!

Student Feedback from FY20:

"I would say this has been the most outstanding training I can recall in over 30 years of civil service."

"One of the BEST courses on leadership principles I've taken ... Really enjoyed it."

"I've never done a virtual class like this - I was very impressed ..."

INTERACTIVE CLASSROOMS



Classroom time is spent on group discussion, case study review, & small group exercises; **NOT POWERPOINT PRESENTATION.**