Change Management v3 Foundation

Master Change Management with our APMG Accredited 3-Day Course

Unlock the principles of successful transformation with our **APMG-accredited Change Management v3 Foundation course**.

In just **3 days**, learn to plan, lead, and support change effectively through engaging lessons and exercices. You will learn from experts, practise on real cases, and earn your globally recognised certification.

Your enrolment includes:

- Official APMG study guide and course materials
- Practice exam papers and interactive exercises
- 3 days of expert-led, hands-on training
- Your APMG Change Management v3 Foundation online exam
- Venue, coffee breaks and lunch

Start your journey to becoming a confident change leader, and turn organisational challenges into opportunities for growth.

COURSE & LEARNING OBJECTIVES

This comprehensive 3-day training blends expert-led presentations with practical exercises, ensuring you gain the skills to effectively plan, implement, and manage change initiatives within your organization. As a course accredited by both APMG and the Change Management Institute, you're ensured a training that meets rigorous global standards.

- **Understand the Evolving Context of Change**: Grasp the current and evolving context of change, including major drivers and the organizational culture's impact, to increase the likelihood of successful transformations.
- **Approaches to Planning and Implementing Change**: Learn various strategic approaches to planning and delivering change, emphasizing collaborative 'co-design' methods and assessing their impact to minimize risks and enhance effectiveness.
- **Support and Motivation During Change**: Develop strategies to support key individuals and teams through change, addressing human dynamics to build motivation, overcome resistance, and enhance adaptability.
- **Stakeholder Engagement and Communication**: Analyze stakeholders and power dynamics to craft tailored engagement strategies. Develop comprehensive communication plans to ensure effective stakeholder management throughout the change process.
- **Change Measurement and Analytics**: Identify and apply various measurement tools and change analytics to evaluate and enhance the effectiveness of change management activities.
- **Preparation for Foundation Exam**: Equip participants with the necessary knowledge and skills to successfully prepare for and pass the Change Management Foundation exam.

TRAINING PROGRAMME

Our course focuses on the impact of change in five key syllabus areas:

- Organizational context and approach
- People and change
- Change leadership and teams
- Stakeholders and communication
- Work of the change manager

1 - Organizational context and approach

- External and internal factors leading to change
- The link between change management and benefits
- Organizational culture
- Structuring your approach to change: co design, ADKAR, Kotter, ...
- Agile change practices: common concepts, behaviours and techniques

2 – People and change

- Discover the different types of personality, talent, communication and learning preferences of people within the company
- Understanding the process of change for individuals and groups
- Leading the change journey
- What are the key drivers for motivation?
- Competence and learning

3 – Change leadership and teams

- Key roles in organizational change
- The Change agent's role and personal influence
- Leadership and psychological safety
- Leadership, culture and organizational change
- Team structures and change : the change network

4 – Stakeholder engagement

- Identifying and segmenting stakeholders
- Stakeholder analysis and mapping
- Building engagement

5 - Communication and Engagement

- Benefits of a structured approach
- Communicating change: key factors and barriers
- Developing successful communication and engagement approaches
- Choosing a mix of communication channels for change
- Communication planning

6 – Work of the Change Manager

- Identify and assess the impact of change
- Determining impact profiles, severity, organizational and stakeholder factors
- Resistance to change and its causes
- Change analytics and measurement of intervention effectiveness
- Applying measures appropriately

7 – Foundation exam preparation

WHO SHOULD ATTEND?

This course is designed for those who wish to **understand the basic principles for successful change, transition or organizational transformation**.

The Change Management Foundation exam is designed for those who have **a role in leading, executing or supporting a change initiative**. People who work in organizations where change is planned or taking place and who want to gain more knowledge about the change management framework.

To attend this training, some experience of organizational change is recommended.

ABOUT THE EXAM

This course prepares you for the **APMG Change Management Foundation exam**. As this is the foundation level, the emphasis is on theory, supported by some exercises.

The Change Management™ certification exam takes place at the end of the third day of training. For those who wish, it is always possible to take the exam later with an exam voucher.

- Multiple-choice exam with 50 questions
- Language: English
- Pass rate is 50%

- Duration: 40 minutes (+25% time extension if English is not your native or business language)
- Closed book

COURSE DOCUMENTATION

Our participants will receive:

- A digital copy of the presentation
- Exercices and template documents
- 2 sample exam papers
- A digital and hard copy of the Study Guide, exclusively provided to participants of our Change Management Certification Program

The APMG Change Management Foundation and Practitioner courses are endorsed by the Change Management Institute, the authors of the Change Management Body of Knowledge (CMBoKTM) — an excellent guide on the knowledge needed to effectively manage change. These Change Management courses are also an accepted pathway if you are applying to the Change Management Institute's Accredited Change Professional scheme.