

## Introduction to Change

### Course Duration

1 day

### Aim

To introduce ways of overcoming the stressful situations of change, there are no normal or abnormal ways of reacting to change, but that we must start from where we are. See change not as something to be feared and resisted but as an essential element of the world to be accepted. Adapting to change is not technical but attitudinal. Recognise that before we can embrace the way things will be, we may go through a process of grieving, and of letting go of the way things used to be. See change as an opportunity for self-motivation and innovation.



### Target Audience

All staff affected by organisational change whether as supervisors, managers or employees.

### Prerequisites

This course assumes no prior training within this subject.

### Course Content

- Factors influencing change
- Change experience
- Types of change
- Self analysis and coping strategies
- Comfort zones
- Individual exercises on comfort zones
- Strategies for managing change

### Course Objectives

At the completion of this course participants will be able to:

- Comment upon the dynamics of change
- Identify three types of change
- Discuss the various stages in the transition curve of change
- Examine the way individuals react to change
- Identify the seven stages in a transition curve
- Use some tools for personal management of change
- Produce an action Plan to manage a current or immediate change