



Change in the Workplace

In times of dramatic transition, priorities change and organizations need to respond as quickly as possible to new requirements—optimizing performance while still meeting the needs of daily business. This course guides the participant through the phases of change. Participants will learn the nature of change in the workplace and common reactions. This training offers effective techniques for coping with change in the workplace. “Change in the Workplace” provides participants with the insights and techniques needed to understand change and positively respond to the reactions of workgroups, team members and other associates to minimize disruption and maximize business results.



Who Should Attend: All supervisors, managers and personnel who have to instill change in the workplace.

Class Length: One day

Maximum Class Size: 20

Course Prerequisites: none

Course Objectives: At the conclusion of the class a participant will have an understanding of the following:

- The stages of change and the phases that personnel must experience during a time of change
- The nature of change and common reactions to change
- Why change is difficult; recognizing and reacting to the unpredicted consequences of change
- The reactions of personnel to change
- Why individuals and businesses resist change
- Overcoming resistance to change
- How to develop a plan for any type of change (minor or major)
- The process that organizations and individuals experience with a major change
- The types and sources of change
- Communication
 - Why it's so important
 - How to do it
- Techniques for successfully managing the process of change in all areas of life
- Tools to help managers successfully guide others through the change process.
- Effective techniques for coping with downsizing
- Team performance optimization during change
- Case studies
- Individual and group exercises

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