



A SAQA registered qualification for
Administrative Professionals
in all Services Sectors
SAQA ID: 115407, NQF Level 5, 4
Credits

Change Management

[CLICK HERE FOR FULL COURSE OUTLINE](#)

The qualifying learner is capable of:

- Recognising areas in need of change.
- Making recommendations for change.
- Implementing change.

Introduction:

We will discuss the performance of a section/division/department benchmarked against best practice standards to identify the need for change. We will also determine the external factors which identify any need for change. Changes to the organisation's operations are analysed to identify the need for change in the section/division/department. The desired and future state will be determined for the organisation.

We will discuss clear goal settings which is directed and recommended by senior management for change. All key stakeholders are approached with the recommendations and are communicated. Barriers are identified to achieving the desired future state and solutions are presented to senior management in a learning organisation. The organisation's readiness and capacity for change are taken into account and addressed in a plan of action. Clear, goal-directed recommendations are made for consideration by senior management

We will discuss how change is implemented in an organisation according to the agreed plan of senior management and management. Systems to support change are put in place like change agents and counselling for employees. We will explain how individuals are assisted with overcoming resistance to change and how they can be rewarded positively by making contributions from an organisational side. The progress towards the achievement of the goals is monitored to ensure smooth implementation of the plan. The progress towards achievement of the goals is reported regularly to all stakeholders.

Change Management

Course Objectives:

- Learn how to develop a business vision and strategy.
- Understand and apply the principles of change management in the workplace.
- Change is the only constant that they can rely on in the business world. It is critical that organisations understand change:
 - ⇒ Promote change
 - ⇒ Cope with change
 - ⇒ Value Change

Contact us today
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Course Content:

- Understand Change
- Describe how to implement a change Program
- Using the knowledge gained, participants will be able to contribute to effective change in their organisation
- Understand the impact of change in the organisation
- Understand the requirement for a sound change process within the organisation
- The Change Journey
- Common Mistakes in leading Change
- Benchmarking Performance against Best Practice Standards for Change
- What Are Best Practice Standards?
- What Is Benchmarking?
- The Process of Strategic Management
- Change Management
- Organisational change processes
- The role of the management
- Organisational change
- Individual change management
- Change Control
- External factors are used to identify any need for change
- External Factors
- Social
- Legal



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