

Change Management Foundation Course



Course Objective

The objective is to cover the content of the Change Management Foundation syllabus and to prepare delegates to take the Foundation exam during the course.

Delegate Profile

This course is suitable for individuals working in organisations where a change initiative is being planned or taking place. Delegates' roles may involve leading or managing change but could also be as part of a team where change is being expected.

Topics Covered

How People Learn	Linking Leadership and Metaphor
Individual Change	
Personality & Change	Emotional Competencies
Team Change Context	
The Effective Team	
Belbin's Team Types	
Organisational Metaphors	
Models of Organisational Change	
Leadership & Change Context	

Trainer Profile

All AFA Change Management trainers have undergone the rigorous approvals process administered by the APM Group on behalf of the UK Cabinet Office. They are practising consultants with considerable experience in a wide range of industry sectors. The use of hybrid trainer-managers is of great benefit to delegates and ensures that illustration and anecdotes have up-to-date validity and that the training given, whilst being true to the syllabus is also pragmatic.

Location and Duration

AFA open courses take place approximately quarterly at a range of locations across the UK. All venues have been chosen for their modern equipment and ease of access from major road, rail and air routes. Alternatively client events can be arranged either on-site or at a suitable venue nearby. A full open course schedule can be found at <http://www.afaprojects.com/courses/search/>.

This course takes place over three days, including the optional Change Management Foundation examination. Delegates should be aware that evening preparation and consolidation will be required by those who wish to pass the exam.

ProjectCoach

AFA is pleased to introduce ProjectCoach, a new premium service which is completely free of charge to AFA clients. This confidential service gives every delegate the opportunity to have a document reviewed by one of AFA's experienced consultants.

AFA Atrium

The AFA Atrium is a secure online document repository, for use by all delegates on AFA's courses. The Atrium will provide a range of value-added resources for use by delegates before, during & after classroom training.

Guaranteed Courses

AFA guarantees all course dates in England. We believe that delegates should not have to worry about cancelled courses or transferring dates.

Course Arrangements and Cost

Open course places cost from £995+VAT per delegate.

Included in the cost of the course are:

Joining instructions and pre-course preparation pack

Access to the AFA Atrium

Publication 'Making Sense of Change Management' by Esther Cameron & Mike Green

Examination Fee

Printed course material

Course refreshments

ProjectCoach Service

Joining instructions including pre-course exercises and Change Management manual are sent out approximately 2 – 3 weeks before the course start date. Typically pre-course preparation will require 4-6 hours of study.

We would be pleased to provide a quote for an in-house event, based on location and delegate numbers. Course timetables can be tailored to meet client requirements. Please contact us for further information.

Why AFA?

AFA was established sixteen years ago as a management consultancy organisation. In 1996 AFA became one of the original group of PRINCE2® Accredited Training Organisations under the scheme administered by APM Group on behalf of the UK Cabinet Office. AFA quickly established a reputation for being able to deliver training courses that combine excellent exam pass rates with realistic and practical guidance ensuring maximum skills transfer.

AFA continues to specialise in the Best Practice methods, becoming accredited at the earliest possible opportunity to deliver training in:

MoP™ portfolio management

PRINCE2® project management

MSP® programme management

P3O® portfolio, programme and project support offices

M_o_R® risk management

Four further training strands complete the AFA offering:

Benefits Management – developed from experience of MSP training & implementation

ITIL® Service Management – accredited by ISEB

APM Qualifications – accredited by the Association of Project Management

MoV™ Management of Value – accredited by the APM Group

We believe that this unique combination of expertise allows us to help organisations to maximise the benefits of their change initiatives.

Contact Details

If you would like further information or wish to make a booking please contact Stuart Flatt at Stuart.Flatt@AFAPROJECTS.COM or on 01362 692973, or book online at www.AFAPROJECTS.COM.

Exam Information

Foundation

- Question booklet contains 60 questions, with 15 questions on each change area.
- Pass mark is a total of 30 or more out of a possible 60 (50%).
- 1 hour multiple choice, closed book.

We focus on the exam, so you can focus on the method.

What is Change Management?

Change Management explores how we lead teams of people in organisations undergoing change. We also need to consider the human side of change. This course helps us make sense of how people respond to change at the individual, local and organisational levels. With understanding comes an ability to cope with, lead and manage change.