

# Change Management Practitioner Conversion Course



## Course Objective

The objective is to cover the content of the Change Management Practitioner syllabus and to prepare delegates to take the Practitioner 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. A Change Management Foundation level pass is a pre-requisite for attendance.

## Topics Covered

Individual Change  
Team Change  
Leading Change  
Application of Change

## 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 two days, including the Practitioner 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 £750+VAT per delegate.

Included in the cost of the course are:

**Joining instructions and pre-course preparation pack**

**Access to the AFA Atrium**

**Examination Fee**

**Printed course material**

**Course refreshments**

**ProjectCoach Service**

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

You will need to provide your own copy of the 2nd Edition Publication 'Making Sense of Change Management' by Esther Cameron & Mike Green.

## Exam Information

### Practitioner

- 4 questions, sub-divided into a number of parts, each being worth 20 marks.
- Pass mark is a total of 40 or more out of a possible 80 (50%).
- 3 hour scenario based multiple choice.
- Access to the Change Management manual is allowed during the exam; no course material.

*AFA has always played a full part in the Best Practice community. AFA trainers and consultants have served on the editing and review teams for all recent updates of the guidance manuals. Several AFA trainers are examiners or assessors for one or more of the methodologies.*

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](mailto:Stuart.Flatt@AFAPROJECTS.COM) or on 01362 692973, or book online at [www.AFAPROJECTS.COM](http://www.AFAPROJECTS.COM).