

# Confidently through Change

## Open training - workshop for leaders

### E-learning as a part of open courses

In House of Skills we pay special attention to the effectiveness of the teaching process and making its results permanent. **Many of our open courses are supplemented with special e-learning modules.** The E-course supplements the open course. To participate in an e-course, only a computer with Internet access is needed. Each of the persons registered for an open course will be granted access to the e-course (link, login and password) after the workshop.

## Training description

### Training objectives:

- Understanding one's own reactions to change and learning new, constructive behaviors in the situation of change (building positive attitude towards change)
- Acquiring the skill of supporting others in the process of change
- Learning the main rules for implementing the change process in an organization and developing the skills of managing selected elements of the process

### Participant's profile

The course is intended for everyone who manages or will be managing people in their work – Executives, middle and high level Managers and everyone who wants to increase their managerial effectiveness.

### Benefits for the participant

After the course, the participants:

- Understand what are the benefits of the unavoidable process of change, personally and for the organization
- Can identify their own reactions to change and know the ways of experimenting with new, constructive behaviors
- Are able to reformulate their thinking about past into creative thinking about future as well as their place and role in the future
- Have the skills for more effective support of other people, especially their subordinates in the process of change, for motivating to take proactive attitudes
- Know the main rules of implementing the change process within an organization

### Methods:

During the course, the participants:

- Are **inspired** by the coach (examples, real situations, interactive presentations)
- Experience real situations during **simulation exercises**
- Learn to **analyze** the change process in 3 dimensions: individual, team and organizational

- Have an opportunity to diagnose their personal reactions to occurring changes using the questionnaire "Change – how to facilitate it"
- Learn to recognize change stages in **exercises, role-playing, videos**
- **Practice the skills** of involving others in change and guiding them through it
- Discover the process of supporting others in change using a **case study**
- **Plan implementation** of a personal action plan using practical tools

### Group size:

6 - 12 persons

### Duration:

2 days (9:00 - 17:00)

### Place:

Warsaw

**Participation costs:** 3 200\* PLN pe person (+23% VAT)

#### \* Assumptions:

- The above price is a net amount that will be increased by the amount of a value-added tax
- The above price comprises the costs associated with the participation in the program, training materials, training room and conference equipment, a lunch and a coffee break for the participants
- The above price **does not** comprise the costs arising out of participants' travel to the training venue and accommodation if applicable

## Training content

### Understanding change

- Trainer's inspiration
- Team simulation – experiencing the situation of change implementation and being involved in a change

### Self-management during change

- The questionnaire "Change – how to facilitate it"
- Individual change curve
- Analyzing the experience of organizational change
- 4 phases of undergoing change (Denial, Resistance, Experimenting, Involvement)
- Facilitating the process of undergoing change – "how to support oneself in the situation of change"

## Guiding others through change

- Methods of guiding others through change
- Leading subordinates through change stages – dealing with difficult managerial situations – case study
- Role playing – guiding others through change
- Planning support of a subordinate during change

## Communication in the process of change implementation

- Communication during change (interactive coach inspiration):
  - Myths in the process of communicating changes
  - Communication goals and stages of the process of change
  - Building bilateral communication in the process of change

## Implementing change in an organization – a business simulation

- Introduction to simulation
- Dividing the participants in teams
- Change fundamentals
- Preparing change communication
- Planning change
- Implementation
- Freezing – how to ensure the change is permanent
- Simulation ending

## Course ending

- Course summary
- Collecting the participants' conclusions:
  - Implementation task
  - Inspiration