APMG Change Management Foundation and Practitioner Training

Duration: **5 Day**

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Overview

The APMG- Change Management Certification has been described as the “definitive certification for professionals dealing with organizational change, transition and transformation.” *(APMG International)*

This interactive Change Management course will enable you to understand and effectively manage the impact of change on organisations and their people. It explores key concepts including how individuals and organizations respond to change, how to lead change through stakeholder engagement and communications and the techniques used by a change manager to ensure the implementation of successful transformation initiatives.

The 5-day course is divided into a 3-day Foundation event and a 2-day Practitioner and includes a digital copy of the latest Change Management v3 APMG study guide, several QA authored assets designed to assist and enhance your learning, and both the Foundation and Practitioner Certified exams.

Drawing on a variety of different learning resources, your QA expert trainer will guide your learning, and support you, as you develop skills and knowledge through a participative and engaging course.

Prerequisites

No prerequisites are necessary for attendance, although delegates may benefit from some experience of organizational change prior to attending the course.

Pre-course Work

QA provides learning materials that will help delegates prepare for the learning sessions. This will include:

- Study advice to guide your learning
- A summary of the main topics so that learning, knowledge retention and course participation is maximised
- The case study used in the course
- Questions for delegates to self-test their initial understanding of the subject
- Early access to the APMG Official Change Management Study Guide (211 pages)

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Who Should Attend

- Anyone interested in the understanding the principles of achieving successful organizational change.
- Anyone involved in organizational change, transition, or transformation initiatives.
- Aspiring or current professionals seeking Change Management Certification.
- Those performing key roles in the design, development and delivery of organizational change projects and programmes including:
  - Change Managers
  - Business Change Managers
  - Project / Programme Managers
  - Senior Responsible Owners
  - Operational Line Managers
  - Human Resource Managers
  - Change Agents
  - Team members involved in change initiatives

What You Will Learn

In an ever increasing volatile and complex world the ability to implement change in a sustainable way has become a key success factor for all organisations. By taking this course you will achieve the knowledge and skills required to help guide and shape your organisation through its change journeys.

In passing the APMG Change Management exams you will achieve an internationally recognised qualification.

According to the respondents of a recent APMG survey:

- 98% said the Change Management training had made them a better Change Manager
- 46% felt the Change Management certification had enhanced their earning potential
- 97% said that the training had given them more confidence in managing change

Outline

The course will follow the outline of the APMG International Change Management Syllabus and cover the following topics:

Organisational Context and Approach

- Scene setting
- Structuring your approach

People and Change

- Human response to change
- Human motivation and drivers
- Introduction to learning and change

Change Leadership and Teams

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- Leadership through change
- Teams and change

Stakeholder Engagement and Communication

- Stakeholder Engagement
- Communications

Work of the Change Manager

- Assessing change impacts and severity
- Resistance to change
- Change Analytics

Practitioner only:

- Building momentum and sustaining change
- Competence and learning for change
- Coaching to support change
- Handling conflict in change
- Facilitation for co-design

Examinations

Foundation Exam

- 40 minutes duration
- 50 multiple choice questions
- Pass mark is 25 (50%)
- Closed book
- Taken on day 3 of the Foundation course

Practitioner Exam

- 2 hours 30 minutes duration
- 80 multiple choice questions
- Pass mark is 40 (50%)
- Open book
- Scenario based
- Taken on day 5 *(day 2 of the Practitioner course)*

Your course includes preparation for your examinations. This includes undertaking mock exam questions, and answer reviews. There may also be additional evening work set by your trainer.