

Are you planning a career in Business Management or Project Management?

APMG Change Management (Foundation & Practitioner)

RTC Aldershot, RRC Tidworth, & Virtual

- ✓ Gain a widely recognised APMG qualification in Change Management
- ✓ Attendees will learn the practical skills and techniques to implement and manage change in a workplace
- ✓ This qualification will certify your ability to communicate and engage with staff, managing change in a positive and structured way to ensure a smooth transition for all stakeholders
- ✓ An ideal complement to our range of Project Management and other Management training

Who is the course for?

This course will certify a Manager's ability to effectively introduce and manage change in the workplace. It is an essential course for those wanting to specialise as Change Managers in a full time capacity or a Consultancy role. It is also an ideal course for all Project and Programme Managers, General Management and also Human Resource specialists who will be involved in introducing changes within the workplace.

Whilst there are no pre requisites to attending, however it would be useful for attendees to have some management or project management experience.



Course Structure

This 5 day course will teach tools and techniques and look at models for managing change in a workplace. The training will look at change from 4 aspects:

- Change and the Individual
- Change and the Organisation
- Communicating change and stakeholder engagement
- Change Management Practice

The course will cover both Change Management Foundation and Practitioner level with 2 exams

You will learn how to

- Assess the impact of the "change curve" and consider the motivations and learning needs of individuals
- Describe and use change management models and Identify and plan for roles in change management
- Assess the organisational culture, Identify emergent change and Identify and exploit drivers of change
- Understand project management in overview. Identify, map and segment stakeholders
- Build team effectiveness and manage relationships with stakeholders
- Use different communication channels and facilitation techniques. Assess the impact of change
- Prepare for resistance

What support will I receive?

- ◆ 2–3 weeks prior to the training, on receipt of course fees, all candidates will be provided with access to E learning to complete 5-8 hours of pre course reading in advance of the training.
- ◆ Course materials are provided to all course attendees on Day 1 and by post approximately 2 weeks prior for virtual courses. These will be used and referenced throughout the week and for evening study throughout.



Further Study

The AMP Group Change Management qualification is an ideal complement to a range of other management training offered by CTP. Change Management specialists would benefit from a project management qualification, alongside other areas such as :

- ◆ Lean Six Sigma
- ◆ PMQ and / or PRINCE 2
- ◆ Agile Project Management
- ◆ Management of Risk
- ◆ CIPD L5 Certificate in Human Resource Management
- ◆ Strategic Finance for Non Financial Managers
- ◆

Employment Opportunities

There are opportunities for full time or contract Change Management Specialists/ Consultants / Analysts, however this training is also ideal for a number of other positions including:

- ◆ Project or Programme Manager
- ◆ Quality Manager or Risk Manager
- ◆ General or Operations Manager
- ◆ HR Specialist



Course Fees and How to Fund



The course is Non-Contract Funded and therefore Service leavers are required to fund the course before attendance.

Course Cost:	£ 913.89
Exam fee	330.00
Total cost:	£1243.89

Enhanced Learning Credits may be used as part payment for this course. For advice on funding please speak to your Service Resettlement Advisor. You may wish to consider using IRTC, SLC or a combination of both.

The cost of the course is to be **paid direct** to the Course Booking & Information Centre in advance as soon as possible after course booking or your place maybe re-allocated. Payment is to be made by credit/debit card over the phone.

To book your place on this course, contact us today
01252 954007 | CourseBookings@ctp.org.uk