

# Change Management v3 Foundation

3 days (21 hours) / Exam included

## Master Change Management with Our Accredited 3-Day Course

Embark on a transformative journey with our APMG-accredited Change Management course, designed in alignment with the latest Change Management Institute's Body of Knowledge (CMBok) v3. This comprehensive 3-day training blends expert-led presentations with practical exercises, ensuring you gain the skills to effectively plan, implement, and manage change initiatives within your organization.



- **Dive into** various state-of-the-art techniques and models to craft and execute successful transformation strategies.
- **Apply what you learn** through real-world scenarios and exercises, culminating in the creation of a customized change management plan tailored for your project.
- Conclude the training with the **Change Management Foundation exam**, equipping you with not just knowledge but also a globally recognized certification.
- **Your enrolment includes** access to official study guide, course presentation, sample exam papers, and all necessary course materials.

Start your path to **becoming an effective change leader** by enrolling in our course today. Transform challenges into opportunities with our expertly designed curriculum, tailored to help you thrive in dynamic business environments.

## COURSE & LEARNING OBJECTIVES

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This comprehensive 3-day training blends expert-led presentations with practical exercises, ensuring you gain the skills to effectively plan, implement, and manage change initiatives within your organization. As a course accredited by both APMG and the Change Management Institute, you're ensured a training that meets rigorous global standards.

- **Understand the Evolving Context of Change:** Grasp the current and evolving context of change, including major drivers and the organizational culture's impact, to increase the likelihood of successful transformations.
- **Approaches to Planning and Implementing Change:** Learn various strategic approaches to planning and delivering change, emphasizing collaborative 'co-design' methods and assessing their impact to minimize risks and enhance effectiveness.
- **Support and Motivation During Change:** Develop strategies to support key individuals and teams through change, addressing human dynamics to build motivation, overcome resistance, and enhance adaptability.
- **Stakeholder Engagement and Communication:** Analyze stakeholders and power dynamics to craft tailored engagement strategies. Develop comprehensive communication plans to ensure effective stakeholder management throughout the change process.
- **Change Measurement and Analytics:** Identify and apply various measurement tools and change analytics to evaluate and enhance the effectiveness of change management activities.
- **Preparation for Foundation Exam:** Equip participants with the necessary knowledge and skills to successfully prepare for and pass the Change Management Foundation exam.

## TRAINING PROGRAMME

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**Our course focuses on the impact of change in five key syllabus areas:**

- Organizational context and approach
- People and change
- Change leadership and teams

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- Stakeholders and communication
- Work of the change manager

### 1 - Organizational context and approach

- External and internal factors leading to change
- The link between change management and benefits
- Organizational culture
- Structuring your approach to change: co design, ADKAR, Kotter, ...
- Agile change practices: common concepts, behaviours and techniques

### 2 - People and change

- Discover the different types of personality, talent, communication and learning preferences of people within the company
- Understanding the process of change for individuals and groups
- Leading the change journey
- What are the key drivers for motivation?
- Competence and learning

### 3 - Change leadership and teams

- Key roles in organizational change
- The Change agent's role and personal influence
- Leadership and psychological safety
- Leadership, culture and organizational change
- Team structures and change : the change network

### 4 - Stakeholder engagement

- Identifying and segmenting stakeholders
- Stakeholder analysis and mapping
- Building engagement

### 5 - Communication and Engagement

- Benefits of a structured approach
- Communicating change: key factors and barriers
- Developing successful communication and engagement approaches
- Choosing a mix of communication channels for change
- Communication planning

### 6 - Work of the Change Manager

- Identify and assess the impact of change
- Determining impact profiles, severity, organizational and stakeholder factors
- Resistance to change and its causes
- Change analytics and measurement of intervention effectiveness
- Applying measures appropriately

### 7 - Foundation exam preparation

## WHO SHOULD ATTEND?

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This course is designed for those who wish to **understand the basic principles for successful change, transition or organizational transformation.**

The Change Management Foundation exam is designed for those who have **a role in leading, executing or supporting a change initiative.** People who work in organizations where change is planned or taking place and who want to gain more knowledge about the change management framework.

To attend this training, some experience of organizational change is recommended.

## ABOUT THE EXAMINATION

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This course prepares you for the **APMG Change Management Foundation exam.** As this is the foundation level, the emphasis is on theory, supported by some exercises.

The Change Management™ certification exam takes place at the end of the third day of training. For those who wish, it is always possible to take the exam later with an exam voucher.

- Multiple-choice exam with 50 questions
- Language: English
- Pass rate is 50%
- Duration: 40 minutes (+25% time extension if English is not your native or business language)
- Closed book

## **COURSE DOCUMENTATION**

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Our participants will receive:

- A digital copy of the presentation
- Exercises and template documents
- 2 sample exam papers
- A digital and hard copy of the Study Guide, exclusively provided to participants of our Change Management Certification Program