

## Driving Change - Approach and Tools

Date and duration
<p>Training code : MGMT06EN          Duration : 2 days          Nombre d'heures : 14 heures</p>
Body
<p>This training course is designed to provide participants with the skills and knowledge needed to effectively manage periods of change by focusing on the fundamental principles of change management, effective communication, and the use of practical tools. It gives trainees an in-depth understanding of change management processes, while also preparing them to analyze the impacts of change, develop action plans, and engage stakeholders to ensure a successful transition.</p>
Objectifs
<p>This training course aims to enable managers to:</p> <ul style="list-style-type: none"> <li>• Understand, manage, and support change within their team or organization</li> <li>• Adopt the right behaviors to lead change effectively</li> <li>• Grasp and analyze the challenges and issues related to organizational change</li> <li>• Guide their teams successfully through transitional phases</li> </ul>
Modalités d'évaluation
<p>Travaux Pratiques</p>
Pré-requis
<p>It is recommended to have prior knowledge or experience in management before attending this training.</p>
Public
<p>This training course is intended for corporate or team managers who are responsible for successfully initiating and driving change, or who will play an active role in the implementation of a change initiative.</p>
Programme
<p><b>Understanding Perceptions of Change</b></p> <ul style="list-style-type: none"> <li>• Learn about different sociological approaches</li> <li>• Identify the various types of behaviors towards change: recognize and manage your own reactions</li> <li>• Understand challenges and grieving phases: learn to identify obstacles and contradictions</li> <li>• Identify key change actors (drivers, blockers, torn, indifferent, etc.)</li> <li>• The loss/gain matrix</li> </ul>

- **Practical exercise:** Reflect on past situations to better recognize and objectively identify the obstacles and contradictions of your team members. Build a loss/gain matrix.

### **Adapting to Change**

- The 4 stages of change: the change curve
- Adjust behaviors and attitudes: between adaptation and reaction
- Establish the cost/benefit balance of change for your team members
- Analyze stress factors during change
- Understand the key stages and stakes of personal development
- **Practical exercise:** Identify sources of stress in different situations. Map your team members according to their degree of resistance.

### **Giving Meaning and Motivating Change**

- Use change as a lever for progress
- Build a message that provides a clear vision of change
- Clarify the objectives of the change
- Know how to initiate change and motivate teams
- Encourage positive thinking among team members
- **Practical exercise:** Formalize the ambitions of your change project. The goal: reduce the gap between vision and reality.

### **Communicating About Change**

- Implement effective and engaging communication
- Active listening as a tool for change communication
- Share ideas and build on collective input
- Four key points to prepare a participative meeting
- Drive adoption and support for change
- The steps to run a successful meeting
- **Practical exercise:** Role-play of a participative meeting

### **Supporting Change**

- Anticipating and planning change as a manager
- The key stages of change management: from ownership to steering
- The “small steps” approach
- Regulating emotions during the transition
- Monitoring tools for managers
- Providing individual and collective support
- **Practical exercise:** Conduct individual interviews and group communications to facilitate buy-in. Build an action plan to promote team ownership.