






# Introducing Change

# FACTSHEET

People fear change but it's an inevitable process, so how best can it be handled? Participants develop a structured approach.

-  **1.5 hours + debrief**
-  **3-24** (up to 4 teams of 3-6 per team)
-  **For staff at any level**
-  **No computer required**
-  **395** (hard & digital copy) or **345** (digital copy) ex VAT



## Learning objectives

- identifies misconceptions, fears and worries that people might have about change
- brings out the key issues in change management
- highlights need for empathising with the staff's viewpoint, asking for ideas etc
- highlights need for 'champions' to support change
- highlights importance of stressing the benefits of change
- shows need for a communications strategy and timetable of events

## About the activity

Organisations need to constantly adapt and change in order to survive. Resistance to change is common - and is a drag on the process.

In part one, participants working individually, complete a Change Questionnaire for discussion in plenary session with the Trainer. It serves to focus attention on change issues and bring any prejudices and mistaken ideas out into the open.

In part two participants, as management teams, have specific changes to implement in their organisation. How will they introduce change to staff, what and who will they take into account, how will they schedule the changes? They must identify the key factors in bringing about a smooth implementation and decide on the best way of communicating with staff.

At the end of the task teams present their ideas and plans, either in feedback sessions or, more dynamically, by presenting the changes as if addressing their target audience.

Ideal for putting theory into practice for managers who need to introduce change to their staff and want to avoid the obvious pitfalls.

## Five-year licence

This Northgate training activity comes with a five-year licence for repeat use with up to 24 participants. A licence is required for each site (or remote hub). To use with larger groups or for multiple site licences please contact us for a quote.

## Pack contents

- Trainer's Notes
- Team Briefs
- Handout: Change Questionnaire
- Handout: The Survey
- Handout: Key Learning Points
- Handout: A 10-Step Approach

This activity is for face-to-face & virtual training. It is supplied as a hard copy pack and digital files are supplied via the Northgate Trainerhub (or you can purchase digital files only).

## Ideally suited to

Anyone who is responsible for change at work (and for those who will experience change). The activity highlights some of the key challenges and opportunities of the change process.



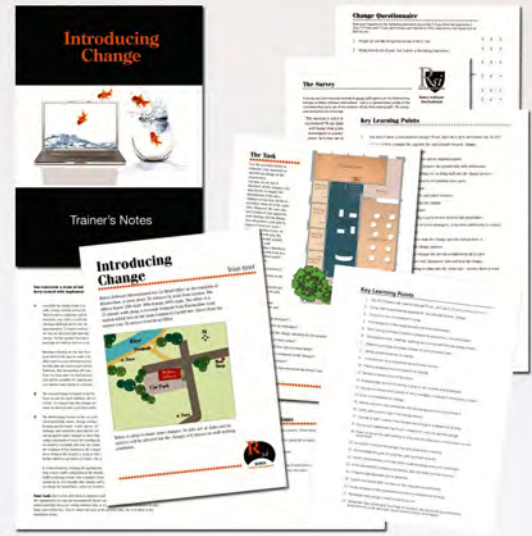
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## Customer reviews

“ A great activity to *engage delegates* and start the process of understanding all the elements required in 'change'. Northgate activities work first time out of the box and always *support* the workshops, create *energy* and *engagement*. Thanks again!  
**Miranda Stephenson, Motivation in Motion**

“ Great way to illustrate many of the *key themes* associated with any large scale *change initiative*.  
**C. Watson, University of York**



## Trainer's role (full guidance supplied in Trainer's Notes)

- Introduce the activity.
- Issue Questionnaire to participants. Allow them time to fill these in. Then, either lead a discussion on the issues raised or form teams (of 3-6 per team) and let each team go through the issues.
- Hand out Team Briefs and allow teams time to study the scenario and consider the implications and the best way forward.
- Issue the Staff Survey after 30 minutes which gives teams additional information on what the 'staff' have to say about the forthcoming changes.
- Ask each team to present its findings and ideas either as a summary of their work or in the role of director addressing the employees.
- Lead a Debrief on the activity and the presentations. Discuss the key issues that should have emerged.
- Issue a handout summarising the Key Points.
- Compare what happened in the activity with what typically happens within an organisation.
- (Optional) Ask teams to complete an Action Plan for introducing specific and real changes back at work.

## Northgate says...

A hands-on approach to introducing change. Highlights the need for good preparation and of course the need to keep everyone informed throughout the process: what is happening, and why?

## Ordering is easy!

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## Fast delivery

Digital files are accessed via our online Trainerhub and the hard copy pack is sent via courier:

£15 UK (next working day)

£29 Europe (1-3 working days)

£39 International (1-5 working days)

## Our guarantee

If you are not 100% happy we offer a 30-day no-quibble returns service on unused goods.



## Northgate customers

