

## SeminarsWorld® Course Agenda

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### READY, Set, Change!

**Instructor(s):** April Callis Birchmeier, PMP

**Pre-work:** None

**Length:** 2 days

**CEUs:** 1.4 / **PDU:** 14

**Level:** Advanced

**Primary Topic:** Business Skill Enhancement

**Subtopics:** Change Management, Benefits Realization, Leadership Development

#### Course Description:

Organizational change management is defined as moving an organization and its stakeholders from the current state to a future state. The extent to which employees are ready, willing and able to adopt change is a key indicator of project success.

**READY, Set, Change!** provides a framework which compliments traditional organizational change initiatives with an intense focus on advanced preparation and integrated support.

This seminar is for anyone who wants a streamlined and effective approach to change. It will help them create a strategy and develop a plan to help stakeholders at all levels adopt change. Attendees will work more effectively and elevate their skills in change leadership.

The seminar provides interactive discussions and activities to enable attendees to apply the framework to real-world change initiatives. Discover a simpler and faster approach to help individuals and organizations adopt change to ensure business objectives are met.

#### Learning Objectives:

*Upon completion of this course, participants will be able to:*

- Recognize how integrating project management with organizational change management creates better outcomes for technological change and adoption.
- Describe the benefit of the change and develop the change narrative and context.
- Identify stakeholder groups, assess and analyze stakeholders to develop targeted support for successful change.
- Use the READY, Set, Change! five-point model to increase change adoption and initiative success.

#### AGENDA

##### Day 1

**8:00-9:00** Welcome and introduction to READY, Set Change! Organizational Change Mastery for Project Professionals.

Why organizational change management impacts project success and how to understand the change curve.

**Activity – Introductions with self-assessment change management experience**

**9:00-9:45** READY, Set, Change! framework, simplify and accelerate change with an understandable, easily recognized and remembered approach and alignment with the Standard for Change Management.

**9:45-10:00** Break

- 10:00-11:00 Assess change impact and organizational readiness**  
Stakeholder assessment: How to facilitate stakeholder sessions to identify those impacted and to what degree by the change.  
**Activity – Facilitated stakeholder impact and assessment session – large group discussion**
- 11:00-12:00 Formulate Strategy**  
Relevant and Relatable – Identify the Benefit of the Change.  
**Activity – break out rooms to create the R&R Benefit of Change for school case study**
- 12:00-1:00 Lunch**
- 1:00-1:45 Engaging Sponsors and Leaders; Assessing and Spotlighting Sponsors**  
**Activity – Creating and engaging sponsors brief with whiteboard**
- 1:45 – 2:15 Develop Change Management Plan**  
Advance Communication – Aligning communication with stakeholders, project messaging and targets, advocacy for end users.
- 2:15-2:30 Break**
- 2:30-3:30 Advance Communication Plan Matrix - Project messaging and targets. Advocacy for end users**  
**Activity – break out rooms to develop communication plan deliverables and stakeholder matrix**
- 3:30-4:00 Aligning deliverables with the approach**  
Deliverables – Stakeholder and change impact assessment  
Formulate the change strategy  
Develop change management plan  
Approach – Relevant and Relatable Benefit of Change  
Engaging Sponsors and Leaders  
Advanced Communication and Advocacy

## Day 2

- 8:00-9:00** Develop the change management plan with business process redesign and change-driven learning objectives  
**Activity – Poll to identify school case study process change for learning objectives**
- 9:00-9:45** Develop and support stakeholders to prepare people for change  
**Activity – Large group discussion using poll results to determine learning gaps from case study**
- 9:45-10:00 Break**
- 10:00-11:00** Develop learning and support plan using stakeholder assessment and gap analysis  
**Activity – Breakout rooms - Create learning objectives and support plan**
- 11:00-12:00** Recognize and reduce resistance – Types of resistance  
**Activity – Poll resistance types and large group discussion**
- 12:00-1:00 Lunch**

- 1:00-1:45** Revisiting the **Why** of the Change – deploying an agile approach in sharing the benefit of the change
- 1:45-2:15** Creating sustainability and Execute the Change Management Effort  
**Activity – Develop ownership and sustainability plan – large group**
- 2:15-2:30** **Break**
- 2:30-3:15** Adapt the Change Management Plan and Complete the Change Management Effort  
**Activity – Develop lessons learned strategy for incorporation**
- 3:15-4:00** READY, Set, Change! Reviewing next steps for gaining expertise, developing experience and determining your next steps leading change.  
**Activity – Kahoot Review 22 Online questions**

**END**

**Professional Development Units (PDUS)** are one-hour blocks of time spent learning, teaching others, or volunteering. By attending this SeminarsWorld course, you will be able to achieve the following PDUs as learning hours to apply for PMI certification or to maintain your certification status with PMI. [View](#) how your PDUs align with the PMI Talent Triangle®.

	Technical	Leadership	Strategic	Total
<b>CAPM / PMP / PgMP</b>	2	6	6	14.00
<b>PMI-ACP / Agile*</b>	0	6	6	12.00
<b>PMI-SP</b>	0	6	6	12.00
<b>PMI-RMP</b>	0	6	6	12.00
<b>PfMP</b>	0	6	6	12.00
<b>PMI-PBA</b>	0	6	6	12.00

