MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Executive Leadership and Management

Organisational Restructuring and Change Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2674	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Welcome to the Change Management workshop. Change is a constant in many of our lives. All around us, technologies, processes, people, ideas, and methods often change, affecting the way we perform daily tasks and live our lives. This workshop will give any leader tools to implement changes more smoothly and to have those changes better accepted. This workshop will also give all participants an understanding of how change is implemented and some tools for managing their reactions to change

Course Outcomes

Research has consistently demonstrated that when clear goals are associated with learning, the learning occurs more easily and rapidly. With that in mind, let's review our goals for today.

By the end of this workshop, you should be able to:

- List the steps necessary for preparing a change strategy and building support for the change
- Describe the WIFM – the individual motivators for change
- Use needed components to develop a change management and communications plans, and to list implementation strategies
- Employ strategies for gathering data, addressing concerns and issues, evaluating options and adapting a change direction
- Utilize methods for leading change project status meetings, celebrating a successful change implementation, and sharing the results and benefits
- Describe the four states of Appreciative Inquiry, its purposes, and sample uses in case studies
- Use strategies for aligning people with a change, appealing to emotions and facts
- Describe the importance of resiliency in the context of change, and employ strategies the change leader and individual change participant can use to foster resiliency
- Explain the importance of flexibility in the context of change, and demonstrate methods the change leader and individual change participant can use to promote flexibility

Course Outline / Curriculum

- **Module One: Getting Started**
  - *Workshop Objectives.*
- **Module Two: Preparing for Change**
  - *Defining Your Strategy*
  - *Building the Team*
  - *Case Study*
  - *Module Two: Review Questions*
- **Module Three: Identifying the WIFM**
  - *What's in it for Me?*
  - *Building Support*
  - *Case Study*
  - *Module Three: Review Questions*
- **Module Four: Understanding Change**

- *Influences on Change*
- *Common Reactions to Change*
- *Tools to Help the Change Process*
- *Case Study*
- *Module Four: Review Questions*

- **Module Five: Leading and Managing the Change**
  - *Preparing and Planning*
  - *Delegating*
  - *Keep the Lines of Communication Open*
  - *Coping with Pushback*
  - *Case Study*
  - *Module Five: Review Questions*
- **Module Six: Gaining Support**
  - *Gathering Data*
  - *Addressing Concerns and Issues*
  - *Evaluating and Adapting*
  - *Case Study*
  - *Module Six: Review Questions*
- **Module Seven: Making it All Worthwhile**
  - *Leading Status Meetings*
  - *Celebrating Successes*
  - *Sharing the Results and Benefits*
  - *Case Study*
  - *Module Seven: Review Questions*
- **Module Eight: Using Appreciative Inquiry**
  - *The Four Stages*
  - *The Purposes of Appreciative Inquiry*
  - *Examples and Case Studies*
  - *Case Study*
  - *Module Eight: Review Questions*
- **Module Nine: Bringing People to Your Side**

- *A Dash of Emotion*
- *Plenty of Facts*
- *Case Study*
- *Module Nine: Review Questions*

- **Module Ten: Building Resiliency**
  - *What is Resiliency?*
  - *Why is It Important?*
  - *Five Easy Steps for the Leader and the Individual*
  - *Case Study*
  - *Module Ten: Review Questions*
- **Module Eleven: Building Flexibility**
  - *What is Flexibility?*
  - *Why is it Important?*
  - *Five Easy Steps for the Leader and the Individual*
  - *Case Study*
  - *Module Eleven: Review Questions*
- **Module Twelve: Wrapping Up**
  - *Words from the Wise*

Target Audience

Organisational Restructuring and Change Management

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Organisational Restructuring and Change Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____