

Organisational Restructuring and Change Management Course Details

Department: Executive Leadership and Management

Presented by Magna Skills Development Institute

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Course Summary

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 Objectives

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

- **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*

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Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development

for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.