



*Training Course:  
Leading and Managing Change*

*21 - 25 April 2025  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Leading and Managing Change

Training Course code: LS1132 From: 21 - 25 April 2025 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

### Introduction

Recession, globalization, cheaper technology, and crises in financial markets are just a few of the causes of enormous change in the business world. A business which stands still will fail and so it becomes imperative to be able to recognize what drives change in our businesses and how to lead and manage the change which must inevitably occur

This highly interactive and practical program is designed to help anyone with responsibility for change at work to:

- Understand what makes change necessary
- Know exactly when to make changes
- Know what to change
- Know how to galvanize organizational support for change and win "hearts and minds" at all levels
- Be able to communicate change so people listen

### Course Objectives of Leading and Managing Change

By the end of the course you will:

- Understand the business drivers for change
- Know the best time to make changes
- Know how to prepare the organization for change
- Understand the psychology of change, what motivates people, how they will react to change and how to manage those reactions
- Be able to manage both the corporate and national cultural aspects of change
- Be able to produce stakeholder value through change
- Be able to apply a range of analytical tools to assist at each stage in the change
- Know how to communicate change effectively

### Training Methodology

We use accelerated learning techniques to embed learning and enhance recall. Every theory is immediately grounded in day to day practice so that delegates can apply everything they have learned on their return to the workplace. We use a variety of small and plenary group discussions and activities, encourage delegates to present their own ideas and challenge each other in a safe environment, so that they learn not only from the instructor but through shared experience

### Organizational Impact of Leading and Managing Change

Change is a constant, and so it is imperative that as many people as possible are equipped to manage it. Delegates will return from the program with a solid grounding in how to identify areas that require change, when that change should take place and how to manage the change effectively. The effects will quickly be seen in the ease with which change is managed at any level in the organization whilst causing minimal disruption to business

as usual

## Personal Impact of Leading and Managing Change

Delegates will develop a sense of confidence in managing change, both from a task and results in viewpoint and from a people focus. They will learn how to apply tried and tested techniques for managing organizational change in a practical way that wins over hearts and minds helps others to see the real reasons for and benefits of change and ensures that they are able to work with everyone involved in the change to make it work as effectively as possible

## Course Outlines of Leading and Managing Change

### Foundations of Change

- Welcome, Introductions, Programme Objectives, Personal Objectives and "Ground Rules"
- "Seascapes" and "Soundscapes" - how change has been a constant in your lives
- Business Strategy and Change
  - The Importance of Strategy
  - Defining Strategy
  - Strategic Drift
  - STEEPLE Analysis
- Where is your Organisation Now?
- Drivers of Change
- Business Drivers of Change
- McGahan's Trajectories of Industry Change
- Competitive Strength and Competitive Advantage

### Preparing for Change

- Review of Day One
- Why Change often Fails
  - Commonest causes of failure in change initiatives and what to do about them
- A causal model of Change
- Burke-Litwin
- Financial Perspective
- Customer Perspective
- Business Process Perspective
- Learning and Growth Perspective
- The Balanced Scorecard
- Organizational Fitness Model
- The Sigmoid Curve
- Change in Teams
- Force Field Analysis
  - Helpers and Blockers for Change
- Porters' 5 forces
- McKinsey 7s
- Change Readiness
- Organizational Fitness
- Timing of Change
- Analytical tools

## People and Change

- Review of Day Two
- Reactions to Change
  - Managing Reactions to Change
- Personal Effects of Change
- The Emotional Loop
- Glasser's Drivers
- ABCD theory
- Pink's "Drive" theory: rewards and cognitive skills
- Herzberg - Hygiene and Motivational factors
- Stakeholder Mapping
- Stakeholder Management
- Stakeholder Value
- RACI Analysis
- Kano's Customer Satisfaction Model
- Motivation to Change
- Stakeholders and Shareholders
- Delighting our Clients and Customers with Change

## Leading and Managing Change

- Review of Day Three
- Leading and Managing Change
  - The Leader as Role Model
    - Essential Qualities of a Change Leader
    - The VIVE model as the basis for Change Leadership
  - Kotter - Top-Down Leadership
  - Balogun and Johnson's - Middle-out Leadership
  - Kaizen - Incremental Change
- Communicating Change
- The "Skyscraper" model for Communicating Change
- Winning Hearts and Minds
- Delegation, Empowerment, and Trust

## Culture and Change

- Review of Day Four
- Cultural Dimensions of Change
  - Corporate Culture
    - Edgar Schein
    - Cameron and Quinn Culture Audit
  - National Culture
  - Trompenaars and Hofstede
- Building a Learning Organisation
- Single and Double Loop Learning
- Systems Thinking
  - Laws of the Fifth Discipline
- Detailed Action Planning Session
  - Individual Action Planning
  - Paired Challenge, Coaching, and Discussion
  - Plenary Declaration of Actions



- Bringing it all Together
- Summary and Conclusions
- Program Evaluation and Close

## Registration form on the Training Course: Leading and Managing Change

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....

Position: .....

Telephone / Mobile: .....

Personal E-Mail: .....

Official E-Mail: .....

### Company Information

Company Name: .....

Address: .....

City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....

Position: .....

Telephone / Mobile: .....

Personal E-Mail: .....

Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
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Giza, Giza Governorate,  
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