

## **Achieving Sustainable Change – Everyday Project Management and Change Management Skills for Those Participating in Change Programmes**

Although change is now a constant in many organizations, the number of employees who continue to be concerned and feel disenfranchised by such programmes is high. This leads often to frustration, lack of buy-in and ultimately under delivery of expected benefits and return on investment.

There is often an expectation these days, that internal resources should lead and be accountable for, and/or participate in major change programmes. However, research shows that this can often lead to under delivery and in worst cases failure, simply because resources have not been given an understanding of simplistic project and change management terminology, tools and techniques.

Our Caja 3-day course, aims to provide staff participating in transformation and change programmes, a basic understanding of standard project terms and techniques, the change curve, communications and engagement, as well as well as practical hints and tips for their own change programme. On completion of the course Caja will make available it's knowledge base of project and change methodologies, tools and templates, as well as actively supporting a project and change knowledge hub.

On its own, this training programme will not ensure the success of your programme, but it will equip your employees with a solid, common platform for the change agenda to be launched from.

## The Project and Change Management Training Modules

Day 1	<ul style="list-style-type: none"><li>• Introduction</li><li>• Overview of course</li><li>• Introduction to project management – terms, project lifecycle, planning, components of a successful project</li></ul>
Day 2	<ul style="list-style-type: none"><li>• Introduction to change management,</li><li>• Components of change, stakeholder mapping &amp; management, influencing, communications and engagement, cause and effect analysis, co-creating ideas, supporting people through change, achieving successful, sustainable outcomes.</li></ul>
Day 3	<ul style="list-style-type: none"><li>• Putting learning into practice,</li><li>• Review of individual projects, presentations, planning and approach</li><li>• Review</li></ul>
Post Course	<ul style="list-style-type: none"><li>• Access to Caja tools and templates and Caja knowledge hub</li></ul>

### **Who should attend: -**

Any internal business resources, involved in internal transformation and change programmes and projects.

**Date of Next Course – 18<sup>th</sup>/19<sup>th</sup>/20<sup>th</sup> October**

**Keele University Science Park, Keele, Staffordshire, ST5 5NB**

**Please Note: - We are happy to design individual, on site courses for organisations, wishing to larger numbers of employees to attend.**

**Cost - £395 per person plus VAT**

**Please contact Charlotte Weber for further details and to reserve your place on 01782 443 020 / [charlotte.weber@cajagroup.com](mailto:charlotte.weber@cajagroup.com)**