

# Change Management Staff Training

12 – 16 September 2022.



## Day 1 12 September FR 129

10:00 – 11:30	<b>1st Session:</b> Welcome, Introduction and <ul style="list-style-type: none"> <li>- Introduction of Trainer &amp; Administration</li> <li>- Introduction of Participants</li> <li>- Expected Outcomes of Programme</li> <li>- Outline of Topics to be Covered</li> </ul>	<b>PART 1</b>
11:30 – 11:45	<b>COFFEE BREAK</b>	
11:45 – 13:15	<b>2nd Session:</b> - Participants' University Brainstorming of Current Change Issues	<b>PART 2</b>

## Day 2 13 September FR 129

9:00 – 10:30	<b>1st Session:</b> - Defining Change Management <ul style="list-style-type: none"> <li>- Reasons for CM</li> <li>- CM Models</li> </ul>	<b>PART 3</b>
10:30 – 10:45	<b>COFFEE BREAK</b>	
10:45 – 13:00	<b>2nd Session:</b> - Applying the Above to Workplace Environment	<b>PART 4</b>

## Day 3 14 September FR 129

9:00 – 10:30	<b>1st Session:</b> - The Change Process <ul style="list-style-type: none"> <li>- Strategies &amp; Skills</li> </ul>	<b>PART 5</b>
10:30 – 10:45	<b>COFFEE BREAK</b>	
10:45 – 13:00	<b>2nd Session:</b> - Applying the Above to the Given Environment	<b>PART 6</b>

## Day 4 15 September FR 129

9:00 – 10:30	<b>1st Session:</b> - Failure or Success <ul style="list-style-type: none"> <li>- Conclusion</li> </ul>	<b>PART 7</b>
10:30 – 10:45	<b>COFFEE BREAK</b>	
10:45 – 13:00	<b>2nd Session:</b> - Applying the Above to the Given Environment	<b>PART 8</b>

## Day 5 16 September FR 129

9:00 – 10:30	<b>1st Session:</b> - Summary of Main Ideas <ul style="list-style-type: none"> <li>- Course Review</li> </ul>	<b>PART 9</b>
10:30 – 10:45	<b>COFFEE BREAK</b>	
10:45 – 13:00	<b>2nd Session:</b> - Feedback and Closure	<b>PART 10</b>