

## **Change Management Foundation Course**

### **Introduction**

Dealing with change and more importantly, the impact of change is a high priority for all organisations. It is said that change is the only constant in business, and perfecting the art of change management can be a challenge in any organisation. Being able to develop and implement effective change initiatives is paramount to ensuring ongoing business success.

The Change Management Certification has been developed by APMG in partnership with the Change Management Institute (CMI), an independent, global professional association of change managers. Together they have developed a professional 'body of knowledge' for the discipline of change management.

The Change Management certification is fully aligned with the Change Management Body of Knowledge. The syllabus samples a wide range of knowledge regarding the theory and practice of change management including:

- change and the individual;
- change and the organization;
- communication and stakeholder engagement and;
- change practice.

### **Benefits for Individuals**

- Adds value to the resume.
- Provides Industry recognition
- Helps you learn important skills
- Contributes to higher income
- Provides better job and networking opportunities
- Validates your dedication to the job

## Benefits for Organisations

- Ensure your organisation's Change Managers are trained to meet your organisation's goals and objectives by ensuring project and transformational change are delivered on schedule, on time and within budget.
- Formal certification against a globally recognised benchmark will ensure that a structured and consistent repeatable methodology is embedded within the organisation to ensure projects are successfully delivered
- Reduction in training costs and increased employee productivity as training would be done by employees on their own time and convenience thereby avoiding loss of employee “work time” due to traditional classroom based methods
- Training that will be perceived by employees as a real benefit in their jobs to achieve business outcomes and provide career pathways to senior management especially during the global coronavirus pandemic
- Certification complements existing employee retention and benefit strategies and policies
- Our courseware designers are certified and accredited professionals with 100+ years of industry experience. They are supported by instructional designers, content designers and technology staff to ensure that the training courseware made available is of the highest global standard and meet educational and certification benchmarks.
- Our Trainers & Consultants are working professionals at the top of their games, and highly respected in their fields with strong business, academic and teaching credentials. These professionals bring a blend of practical global industry experience and training skills gained by training thousands of aspiring individuals over the years.
- Cost effectiveness and availability through online training, courseware, reference materials and notes can be saved on your hard drive or “in the cloud” for easy access anytime anywhere and can be viewed multiple times. The cost of purchasing hardcopy and/or printing is greatly reduced. Online courses are extremely cost-effective and can be utilized efficiently.
- If you are an organisation with offices and staff in multiple locations, access to online training is a real benefit.

## **Course Audience**

Our courses are designed for those leading, managing and supporting organisational change initiatives, such as:

- Senior Managers Executives and Directors;
- Change Leaders and Managers;
- Program / Project and Business Managers;
- Business Change Managers and Change Agents;
- Business Analysts;
- Organisational Development and Planning Managers;
- HR and Organisational Development Practitioners;
- Consultants and Facilitators;
- Individuals aspiring to become Change Managers;
- Those seeking certification in organisational change management.

## Change Management Foundation Course

The Foundation course provides essential information and tools to understand change, guidance on overcoming employee resistance, learning to motivate employees to embrace change and sustaining change to keep the organisation moving in the right direction.

### CHANGE MANAGEMENT FOUNDATION



INSPIRING PROJECTS® IS THE  
ACCREDITED TRAINING ORGANISATION  
SUPPORTING THIS COURSE

#### The Foundation Course will:

- Immerse the participant in the concepts, terms, principles, models, approaches and roles relating to the change management practice.
- blend Change Management theory and practical examples
- help you learn about the dynamics of change at the individual, team and organisational level
- help you learn practical Change Management skills for facilitating change, and be able to plan for change and potential problems.

Students will be fully prepared for the Foundation exam.

#### Who Should Enroll?

Our courses are designed for those leading, managing and supporting organisational change initiatives, such as:

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- Business Change Managers and Change Agents;
- Business Analysts;
- Organisational Development and Planning Managers;
- HR and Organisational Development Practitioners;
- Consultants and Facilitators;
- Individuals aspiring to become Change Managers;
- Those seeking certification in organisational change management.

## **Pre-requisites**

There are **no prerequisites** for the course, however some exposure to organisational change initiatives would be useful.

## **Fees**

Change Management Foundation Training Course: \$464.00 AUD

Change Management Foundation (APMG) Examination Fee: \$235.00 AUD

## **Course Content**

The Foundation Course will cover the following topics:

- How individuals are impacted by and react to change;
- How the process of organizational change occurs and the roles that collaborate to deliver it successfully;
- How to build and improve an effective change team;
- Developing strategies to help and motivate individuals through change;
- How to build an effective change team and to contribute to discussions about how to improve the effectiveness of a team.

## **Course Outline**

### **Information Sessions:**

1. About the course
2. About the exams
3. Contact and Support
4. Tour of the eLearning interface

### **Course Modules:**

1. The Context of Organisational Change Management
2. The impact of change on the individual
3. The impact of change on the organisation
4. Communication and stakeholder engagement in change
5. Organisational change management in practice
6. Foundation Course Closure

### **Exam Preparation:**

1. How to prepare for the Foundation Exam
2. Foundation Exam simulator (x2)

### **Professional Development**

Successful completion of this course may entitle you to credits in various professional development programmes:

For AIPM CPD points, [check here](#);

For PMI PDUs, [check here](#).

For CMI credits, [check here](#)

For ACMP credits, [check here](#).

### **Certification Exam**

The Foundation Exam is a 40 minute closed book multiple choice exam. You must get at least 25 of the 50 questions correct to pass.

The examination is conducted by APMG, subject to their terms and conditions.

EZY Skills will book your examination with APMG. APMG will then contact you by email and ask you to register in their candidate system. They will also let you know how to schedule the date and time you wish to take your examination.

Your course fee allows for a “one time” sitting at the examination. Please be aware that if you schedule an examination with APMG but do not take that examination as scheduled, APMG will charge you an additional fee for the examination. You will not be able to reschedule a missed examination until this additional fee has been paid.

### **Reference Manuals**

This course reflects the content of The Effective Change Manager’s Handbook, ISBN 978 0 7494 7307 5.

Each Foundation course is self-contained; students will not need the reference manual to pass the Foundation examination.

However, as the Foundation course makes frequent references to sections in the reference manual, some people may find that having a copy of the reference manual would increase the value of the course. Also, the Foundation course does not cover all of the content in the reference manual. Delegates would find that having access to a copy of the reference manual in the workplace after the course would be an invaluable resource. Most people find that the level of knowledge required to pass a certification exam is somewhat lower than required to actually apply the material just learned in the workplace. Even people with a great deal of experience using the material find that there are occasions when access to the reference manual is necessary.

Only the official reference manual may be used; not a photocopy. The official manual may be annotated and tabulated but no sticky notes and loose leaf papers containing additional notes will be allowed to be access in the Practitioner examination.

Note that this does not require the candidate to purchase a copy of the reference manual for themselves. It may be possible for a candidate to borrow a clean copy of the reference manual from a previous candidate or from a corporate or public library.

### **Providers of Manuals:**

For reference manuals relating to APMG courses, the best sources are:

- [The Book Depository](#)
- [APMG Business Books](#)

Most reference manuals are also available on Amazon.com or do a Google search for “The Effective Change Manager’s Handbook”.

Used copies of reference manuals may be available on eBay or similar sites.

APMG are currently not providing hardcopy versions from their Bookshop.

### **Delivery timeframes:**

Due to the coronavirus pandemic, delivery times for hardcopy reference manuals are currently much longer than normal. Students are advised not to schedule their Practitioner exam in advance of receipt of any reference manual they may have ordered.

### **Follow-on Courses**

We recommend that those who have completed the Foundation course should move on to the Change Management Practitioner course as soon as possible, while their knowledge of Change remains fresh.

The **most economical way** to take both Foundation and Practitioner courses is to purchase our Change Management combined Foundation and Practitioner course.

We also recommend that students who complete this course should proceed with one of our Project Management Courses

## The Company



EZY skills is an Australian based online Learning Academy. The mission of EZY skills is to provide world class online learning courseware at your fingertips.

EZY Skills is an Affiliate of Inspiring Projects and is authorised to sell accredited Inspiring Project courses to the domestic and “exclusively online” to the international market.