

Workplace Essentials

Change Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE

MSD2960

DELIVERY

Online / Face-to-Face

DURATION

Flexible

PREPARED FOR

Organisation Approval[Register for this Course](#)[View Online Course Page](#)

Course Overview

Magna Skills presents the **Change Management** course, designed to equip professionals with the tools, techniques, and strategies needed to effectively manage organizational change. This course covers the critical elements of planning, communicating, and implementing change initiatives, emphasizing the human and organizational aspects of change. Participants will gain the skills to minimize resistance, engage stakeholders, and ensure the successful adoption of change processes in dynamic work environments.

Course Outcomes

By the end of this course, participants will be able to:

- Understand the Dynamics of Change:**
 - Grasp the fundamentals of organizational change and its impact on operations.
 - Identify the drivers of change and assess readiness for transformation.
- Develop Effective Change Strategies:**
 - Create structured change management plans aligned with organizational goals.
 - Utilize proven frameworks like Kotter's 8-Step Model and ADKAR.
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Manage Stakeholder Engagement:

- Build trust and buy-in from stakeholders at all levels.
- Address resistance and foster a culture of collaboration and openness.

4.

Implement Change Initiatives Successfully:

- Oversee the deployment of change projects while maintaining operational continuity.
- Monitor and evaluate the progress and impact of change interventions.

5.

Foster a Resilient Organization:

- Embed adaptability and continuous improvement into organizational culture.
- Equip teams with the skills to navigate and thrive in changing environments.

Course Outline / Curriculum

Module 1: Fundamentals of Change Management

- Understanding organizational change and its types.
- Identifying the need for change in evolving environments.
- Change readiness assessment tools and techniques.

Module 2: Change Management Frameworks and Models

- Overview of key change management models (e.g., Lewin's Change Theory, Kotter's Model, ADKAR).
- Selecting the right framework for your organization.
- Case studies of successful change initiatives.

Module 3: Strategic Change Planning

- Defining objectives, scope, and success criteria for change.
- Developing a detailed change management roadmap.
- Allocating resources and setting realistic timelines.

Module 4: Communicating Change Effectively

- Crafting clear and persuasive messages.
- Leveraging communication channels to inform and engage.
- Addressing concerns and mitigating resistance through dialogue.

Module 5: Stakeholder Engagement and Leadership

- Identifying key stakeholders and their roles in change.
- Techniques for gaining stakeholder commitment and participation.
- The role of leadership in driving and sustaining change.

Module 6: Managing Resistance to Change

- Understanding the psychology of resistance.
- Strategies for identifying and addressing resistance early.
- Building a supportive and inclusive change environment.

Module 7: Implementing Change Initiatives

- Executing change management plans with agility.
- Balancing operational continuity with transformation efforts.
- Tools for tracking and reporting progress.

Module 8: Monitoring and Evaluating Change

- Setting up key performance indicators (KPIs) for change success.
- Conducting post-implementation reviews and feedback sessions.
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Lessons learned and applying insights to future initiatives.

Module 9: Building Change Resilience

- Creating a culture that embraces change and innovation.
- Training teams to adapt and thrive in uncertainty.
- Strategies for continuous improvement and organizational agility.

Module 10: Case Studies and Practical Applications

- Analyzing real-world examples of successful and failed change initiatives.
- Interactive exercises in developing and executing change plans.
- Group discussions to share insights and experiences.

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa

Vic Falls, Zimbabwe

Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda

Kampala, Uganda

Nairobi,

Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana

Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning

Remote Teams

Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite

Custom Dates

Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

[Register / Apply Online](#)

[View Full Course Page](#)

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training

NGO Capacity Building

Corporate Workshops

Online Learning

Face-to-Face Training

Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Change Management
Preferred Delivery Mode	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name

Signature / Stamp

Date