

# COURSE LIST

## CHANGE MANAGEMENT

*Equip teams to plan, communicate & land workplace change with confidence.*

### SHORT COURSES

(20-40 min micro-modules • From AUD \$9.99 ea • Self-paced)

#### Change Project Foundations

- Administration Tasks – Get Access, Get Clearances, and Get Help to Get Started
- Change Leadership – Learn About the Characteristics of a Change Leader
- Change Managers Scope of Service – What's in Your Role?
- Project Set Up Announcements – What are the Key Announcements and Who Makes Them?
- Research – Find Out How the Decisions Were Made
- What You Need to Know Before Starting a Change Project
- Workplace Change Program – Evaluate the Role

#### Change Strategy & Stakeholder Planning

- Building a Change and Communication Strategy
- Business Unit Requirements Gathering – Get to Know What's Going on in the Business
- Change and Communication Strategy Attributes – Your Key Success Factor Document
- Communication Engagement Plan – How Will You Deliver Messages to the Business?
- Effective Stakeholder Collaboration in Accommodation Projects
- Exploring Staff Needs: The Origins of "In Focus" Topics
- Stakeholder Requirements Gathering and the Communications Plan

#### Communication Tools & Information Packs

- Boost Team Collaboration with Workplace Communication Tools
- Creating Effective Information Packs for Workplace Projects



#### Operational Considerations in Change

- Car Parking Arrangements – The Change Managers Involvement and What You Need to Know
- Child Care – Challenges and Changes for Your Employees

#### Prototyping & Space Readiness

- Meeting Spaces – What are the Work Point Functionalities for All Meeting Spaces in the New Office?
- Prototype Space – Pilot Space
- Prototype Space: Setting Up Your Work Lab
- Readiness Activities – Preparing for the Relocation
- Refining Spaces: A Strategic Approach to Prototype Evaluation
- Select a Prototype Style for Your Project – The Involvement of the Project Team

#### Technology Change Management

- IT Discovery – Capturing Current and Future Requirements
- IT Testing & Feedback – Feedback on the Initiatives
- New Technology Rollouts – And User Guides
- Skype for Business – What Staff Need to Know
- Technology Early Adopters – Getting Your Teams on Board
- Technology Testing for High End Users
- The Physical Move – Your IT Work Streams Role

#### Workshops, Feedback & Lessons Learned

- Internal Factors for Lessons Learned – Researching How Things Went in Previous Projects
- Lessons Learned Workshops – Capturing Feedback
- Leveraging Lessons Learned for Project Success
- Project Meeting Agendas