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

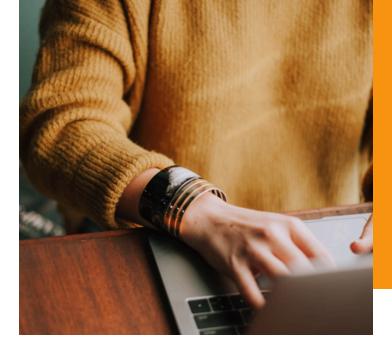
- Administration Tasks Get Access, Get Clearances, and Get Help to Get Started
- Change Leadership Learn About the Characteristics of a Change Leader
- Change Managers Scope of Service What's in Your
- Project Set Up Announcements What are the Key Announcements and Who Makes Them?
- Research Find Out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

