



Innovation  
&  
Adaptability

## PEOPLE CHANGE MANAGEMENT (LEVEL 4)

Course Reference Number :TGS-2019503873 | Classroom & Asynchronous E-Learning | Valid from 27/1/2020 - 7/8/2025

### INTRODUCTION

This 2-day (16 hour) programme is designed to provide the participants with the skillsets to facilitate innovation at the workplace, manage implementation of change strategies and processes and monitor and evaluate impact of change on team leaders. Through practical examples and role play, the participants will be equipped with the essential skillsets and mindset to effectively facilitate innovation and lead team leaders to implement change.

### KEY COMPETENCIES

The programme focuses on three core competencies of leadership:

- Facilitate innovation at the workplace
- Manage the implementation of change strategies and processes
- Monitor and evaluate impact of change on team leaders

### TARGET AUDIENCE

Department Manager, Manager and High Potential Executive

## COURSE OUTLINE

### FRIGHT, FLIGHT , FIGHT or FREEZE

- The “VUCA” World
- How to manage VUCA
- Innovation
- Types of Innovation
- Legal and Ethical Considerations in Change Management
- Organisational Policies and Procedures in Change Management
- Professional or Industry Codes of Practice and Standards

### WORK WITH THE BIG PICTURE IN MIND

- Knowledge
- Tacit vs Explicit Knowledge
- Learning Organisation
- Creating a Learning Organisation
- Factors Driving change
- Behaviours and Systems Supporting/Limiting Effectiveness of Change
- Theories and Principles of Change Management
- Kotter’s 8-Step Change Management Model
- PROSCI’s Change Management Model
- Addressing Individual Needs of Team Leaders



### MANAGING CHANGE PROCESSES WITH CARE

- Tracking the Progress and Ensuring Success of Change Initiatives
- Qualitative and Quantitative Data
- Data Analysis Methods
- Making Use of the Results
- Positive and Negative Risks
- Learning from Change Initiatives
- Support Enterprising Behavior and Risk Taking

### COURSE FEES & FUNDING DETAILS

Full Course Fee : \$708.50 (Inclusive of GST \$58.50)

From 1st Jan 2022, Absentee Payroll will be adjusted to \$4.50 per trainee-hour, capped at \$100,000 per year

Type	Category of Individual		
	Singapore Citizens and Singapore Permanent Residents	SkillsFuture Mid Career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
	Funding Source		
	SkillsFuture Funding (Baseline)	SkillsFuture Mid Career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
Course Fees	\$650.00	\$650.00	\$650.00
SkillsFuture Funding	\$325.00	\$455.00	\$455.00
Total Nett Fees	\$325.00	\$195.00	\$195.00
GST (9% x \$650)	\$58.50	\$58.50	\$58.50
Total Fees Payable	\$383.50	\$253.50	\$253.50

#### Funding Requirements

- Learner must achieve at least 75% attendance
- Learner must successfully attain a ‘Competent’ (C) grading for the final assessment result

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