



CCC Proposal to Organisations Change Management Training for Managers – 3 hrs

Designed for:

Line Managers who are supporting staff through personal or organisational change

Aims:

This workshop is designed to be a starting point to building a support network for managers who can then seek help from others in the group on an ongoing basis to work collaboratively to manage team members who are going through life changing events which may be affecting their work or attendance. The team should be able to discuss real-life scenarios and prepare a strategy for ensuring they work in the right way going forward. Printed and electronic resources will be available after the session for future reference.

- To provide managers with an understanding of the psychological effects that major change can have on the individual
- Become aware of the signs of stress caused by major change and how it can affect individuals and their performance
- Gain an understanding of how to support staff through the change process and ease the transition

Key Learning Points:

- Greater understanding of the most common reactions to change and how they manifest themselves
- Identifying situations when change has been dealt with successfully and why
- Emotions which can arise during the process of change
- Force field analysis, driving forces and restraining forces
- The importance of communication
- How to support someone struggling to deal with a life changing event (including practical and emotional support)

Format:

Interactive workshop including pair work and discussion of real-life scenarios

Resources and Costs:

Fee: £450 per session. Discounts may apply for consecutive sessions taking place on the same day. Sessions will take place at the organisation's premises, and an additional fee of £25 per hour travel time and 42 pence per mile fuel charge will also apply.

Duration: 3 hours per group

Venue: On site at client organisation premises (suitable room to be provided)

Open to all staff

Maximum number of delegates per group: 8

Dealing with change – individual face to face 1 hr sessions

Designed for:

Staff members who are about to experience or going through personal or organisational change

Aims:

To provide face to face individual appointments to support the employee through the process of change. This can be arranged either as a single one-off appointment to assess whether the individual would benefit from ongoing counselling OR as regular counselling sessions to support the individual through the change process.

Key Learning Points:

- To explore their personal reactions to the change and the emotions surrounding their circumstances
- Become aware of how stress caused by major change can affect individuals and their performance
- Explore coping strategies to come to terms with their new situations

Format:

Individual counselling sessions, face to face at regular intervals through the process.

Resources and Costs:

Fee: £60 for an initial assessment (up to 1.5 hours as required), then £50 per counselling session (1 hour).

Sessions will take place at the organisation's premises, and an additional fee of £25 per hour travel time and 42 pence per mile fuel charge will also apply.

Duration: Sessions will take place either weekly, fortnightly or monthly as appropriate, minimum 3 sessions per visit and maximum 5 sessions per day.

Venue: On site at client organisation premises (suitable room to be provided)

Open to all staff as authorised by HR contact

Booking:

Should you wish to book either of these options, please contact me with details of the number and level of attendees and proposed dates. We will endeavour to fulfil all requests but cannot guarantee availability on all dates requested, as we must make a mutually convenient arrangement.

This proposal is valid until 31st December 2016.

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