



Pro-Active College™
FREEDOMTHROUGHKNOWLEDGE

CHANGE MANAGEMENT

This skills programme provides the learner with the knowledge, skills, attitudes and values to implement an effective change management programme in the organisation.

Examples of successful implementation of change management models will also be discussed.



Unit Standard
Aligned



SETA
Accredited



Outcomes
Based

Designed and developed by Pro-Active College, this skills programme is endorsed by SACE and aligned to the unit standard:

IMPLEMENT AN EFFECTIVE CHANGE MANAGEMENT PROGRAMME TO ACHIEVE SPECIFIED OBJECTIVES
(US: 116925)

NQF Level 5
12 Credits

TARGET GROUP

This skills programme was designed for the public and private sector and is aimed at:

- all officials on a managerial level.

BENEFITS

The benefits of this skills programme include:

- the ability to demonstrate an understanding of organisational transformation and the role of change management in assisting with this, in order to support the bringing about of transformation in South Africa.

ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.



SACE

South African Council for Educators

Towards Excellence in Education

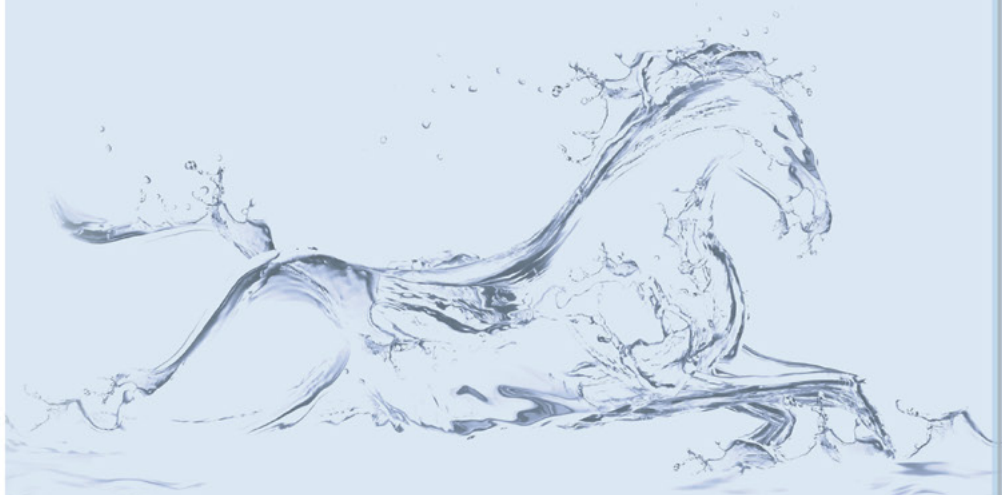
SACE APPROVED PROVIDER

Contact Us

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PROGRAMME OUTCOMES

On completion of this skills programme, learners will be able to:

- demonstrate the effectiveness of planned change and reactive change in achieving organisational transformation objectives;
- carry out a risk/benefit analysis of instituting a change management programme in a selected organisation;
- describe appropriate actions which will minimise risks relating to change management; and
- provide and evaluate examples of the successful implementation of an effective change management model in an organisation.

ENTRY REQUIREMENTS

The credit calculation in the relevant unit standard is based on the assumption that learners are competent in:

- communication (NQF level4).

DURATION

Three day contact session combined with practical workplace experience.

PORTFOLIO OF EVIDENCE

To be declared competent in this unit standard the learner must be assessed by a registered assessor and be found competent in the following:

Formative Assessment

Consisting of classroom activities on which the facilitator will give feedback.

Summative Assessment

This assessment consists of workplace assignments and questions. This must be the learners' own individual work.

PD POINTS

This is a SACE endorsed CPTD activity and the competent learner will be awarded 15 professional development points.

Programme Outline

Learning Unit One

Demonstrate the Effectiveness of Planned and Reactive Change in Achieving Organisational Transformation Objectives

- A survey regarding change is conducted within a particular organisation
- Introduction and management of planned change in an organisation
- Introduction and management of reactive change in an organisation
- Draft a report identifying business indicators that have improved as a result of planned and/or reactive change
- Why planned change is preferred to achieve transformation objectives in a chosen organisation, rather than reacting to changing circumstances
- Implementing change management in an organisation in order to effectively achieve sustainable positive results

Learning Unit Two

Carry Out a Risk/Benefit Analysis of Instituting a Change Management Programme in a Selected Organisation

- The risk/benefit analysis - promoting a change management programme in an organisation
- The forces which are in favour of and those opposed to change in a selected organisation

Learning Unit Three

Describe Appropriate Actions which will Minimise Risks Relating to Change Management

- The ways in which the risks associated with change in an organisation can be minimised with examples of successful practice
- Develop a process for the organisation to obtain feedback
- A process whereby feedback can be recorded, documented and circulated
- Drawing up plans and actions to circumvent identified risks to organisational transformation and to turn these into opportunities

Learning Unit Four

Provide and Evaluate Examples of Successful Implementation of an Effective Change Management Model in an Organisation

- The ways in which variations in responsibility, authority, power and/or influence have an impact on the planned outcomes of a change management project
- Evaluating the effectiveness of change management models used by an organisation and recommending improvements