



# COPING MORE EFFECTIVELY WITH CHANGE

Companies tend to advocate continual change as a management method given today's increasingly fast-changing environments. It is now commonplace to see a strategy announced to the entire company then abandoned and replaced by another a year later, or a department's structure radically changed twice in the same year, or even the quick adoption of a new business line that would have been inconceivable 18 months earlier. Change is often experienced as profoundly disturbing and even traumatic in these frantic conditions. It can heighten disorientation and loss of identity, and arouse fear in terms of not being able to adapt and even losing control of certain situations. Consequently, coping effectively with change rather than avoiding or denying it has come to be essential. This course will help you develop your proactivity and see opportunity and potential rewards in change.

## This programme is designed for:

- supervisors
- staff in central functions
- anyone involved in a change process that directly affects his or her professional environment, role or activity

## At the end of this course you should be able to:

- understand where you stand in a process of change
- understand change / master simple creative techniques to see the situation in a different light
- develop an awareness of your emotions and make them work in your favour
- identify what you stand to gain from change and build a plan of action
- master the fundamentals of win-win negotiation to put forward your point of view
- master simple techniques for asking for what you need

**The applied professional development certificate shows you have acquired the skills covered in the course.**



## Benefits of the programme:

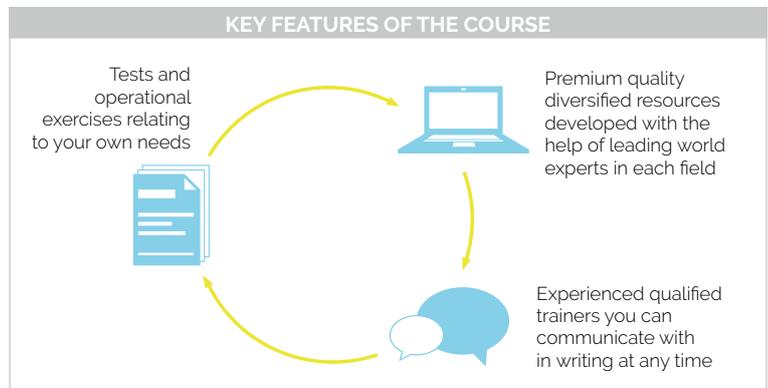
- you will reduce your stress levels
- you'll improve the conditions for the implementation of change, in your own interest and in the company's interest
- you'll improve your own adaptability as well as your company's

## 3 MONTH TRAINING PATH (21 HOURS)

A welcome message includes your login ID for the training course website.

### 1 Preparing for the programme

Assess your level before you begin your training, and tell us what you expect from the course so that your trainer can recommend a personalised training path.



### 2 Mastering the fundamentals

Begin training and putting the fundamentals into practice, making the most of your trainer's experience and advice.

- WHAT YOU WILL LEARN**
- Changing the way you relate to change
    - "Choosing" instead of "submitting to" change
    - Understanding how we experience change in stages
    - Analysing your own case and identifying the opportunities offered by change
    - Making sure you get what you want instead of avoiding what you're afraid of

### 3 Building on what you've learned

Consolidate the skills you've acquired and build on them. Receive an action plan recommended by your trainer.

- WHAT YOU WILL LEARN**
- Developing personal resources
    - Applying personal creativity techniques to view the situation from different angles
    - Becoming aware of your emotions and using them effectively
    - Setting concrete goals in order to take advantage of change
  - Taking action
    - The win-win approach
    - Renegotiating in the interest of all those involved
    - Asserting your rights without being passive or aggressive

### 4 Receiving your certificate

Your trainer assesses your progress on the course. When the course is completed, you'll receive a certificate endorsing the skills you've acquired.

