



## **Course Overview**

This course covers the Change Management Foundation and Practitioner syllabus. Delegates will receive a copy of The Effective Change Manager's Handbook and will sit the Change Management Foundation (end of the 3<sup>rd</sup> day) and Practitioner (end of the 5<sup>th</sup> day).

## **Course Objectives**

The course has been designed to help delegates be fully acquainted with the APMG Change Management Foundation and Practitioner syllabus. This will enable delegates to be in a much better position to manage change within their organisation. It will also give them techniques to improve how to manage stakeholders to better facilitate change. The course will also prepare delegates for the foundation and practitioner exams.

## **Who Will the Course Benefit?**

Managers, Team Leaders, Project Managers, Organisational Development leads and anyone involved with introducing and managing change within an organisation.

## **Course Content**

- The Change Management Context
- Change and the Individual
- Change and the Organisation
- Stakeholder Management
- Communication and Engagement
- Change Impact
- Change Readiness
- Foundation Exam
- Sustaining Change
- Practitioner Exam

## **Pre-Course Requirements**

The course requires between 5-8 hours of pre-course reading.

Delegates will receive a copy of The Effective Change Manager's Handbook 2 weeks prior to the course. The handbook can be sent out earlier if you would like to make a head start on your reading.

## **Exam Information**

### **Foundation Exam**

- 50 multiple-choice questions
- 25/50 marks or more required to pass - 50%
- Closed book exam
- 40 minutes duration

### **Practitioner Exam**

- 80 objective multiple-choice questions
- 40/80 marks or more required to pass - 50%
- 2 hours and 30 minutes
- Open book exam (The Effective Change Manager's Handbook)

## **Duration**

5- day virtual