



Responding to Change

This module reviews stages of personal and organizational change, understanding change, basic human needs, and the ability to adapt to change. Participants will learn about the change process and its importance to them. Learning to recognize their own challenge to change, and their coping preference in overcoming those challenges, will allow participants to be more productive and comfortable in a changing world.

Learning Objectives

- Understanding the definition of change
- Understanding basic human needs
- Identifying the four stages of transition
- Understanding the personal side to change
- Moving beyond resistance to change
- Communicating during the change process
- Remaining productive and maintaining a positive attitude during change

Outline	Time
Introduction and Overview	8:00 — 8:15
Definition of Change	8:15 — 8:45
Dynamics of Change	8:45 — 9:00
Personal Change Inventory	9:00 — 9:30
Change Hardiness Assessment	9:30 — 9:45
The Change Process	9:45 — 10:00
Personal Transition	10:00 — 10:15
Change is Transition	10:15 — 10:45
Styles of Coping	10:45 — 11:00
Focus on You	11:00 — 11:20
Increasing Your Personal Power	11:20 — 11:40
Personal Action Plan	11:40 — 11:50
Summary	11:50 — 12:00

Audience	Length	Tools	Participants	Format
All employees	4 hours	Change Inventory; Personal Action Plan	12 — 18	Classroom, leader led, interactive, skills exercises, self-evaluations