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Imsimbi Training proudly presents

Strategic Planning & Change Management – 3 DAYS

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned.

This course is accredited by the Services Seta and material covers unit standards 15219 and 252021 at NQF level 5 worth 12 credits.

SERVICES SETA

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COURSE OBJECTIVES

Learn how to develop a business vision and strategy. Understand and apply the principles of change management in the workplace. Change is the only constant that we can rely on in the business world.

It is critical that organizations

understand change

- promote change
- cope with change
- Value change

COURSE OUTCOMES

Upon completion of this course, the participants should be able to:

• Identify the characteristics of effective strategy managers

• Understand the ten main strategy schools

• Implement a Five Step Strategy Model

• Outline the Vision and Mission of your organization:

• Identify strategic and financial objectives

• Understand how to implement, execute and evaluate an organizational strategy

When you have completed this course, you will be able to define the key concepts associated with Change as a business process, and you will be able to:

- Understand Change
- Describe how to implement a Change Program
- Identify and overcome Obstacles to Change

Using the knowledge gained, participants will be able to contribute to effective change in their organization:

• Understand the impact of change in the organization

• Understand the requirement for a sound change process within the organization



Understanding key elements that will contribute to business purpose, direction and values

- Use of external and internal analysis, different information sources, & analysis of the current state

The process of developing vision and strategy

- Strategy development in consultation with stakeholders, subject experts and key informants focused on customer, market and stakeholder needs. Formulate a mission statement with challenging and realistic goals

Develop an implementation plan

- Develop smart goals and objectives. Identify potential problems and contingency plans; formulate actions steps, timelines, and define resource requirements

Communicating and promoting vision and strategy

- Communication of plans to affected parties before implementation. Strategy roll-out, roles and responsibilities, resources, critical outcomes and milestones defined and communicated, cascading of responsibilities and authority, different methods of communication to ensure understanding, commitment, critical thinking with all employees

Change Management principles

- Distinguish between planned and unplanned change and the what, why and how of change management

Change Management Model

- The relationship between change management and strategic planning; the phases of change, risk analysis, change readiness analysis, training**,** the value, impact and management of resistance
    - Mobilizing the organization for change
    - Assembling the change team
    - Aligning leaders, sponsors and workforce
    - The vision for change
    - The business case and communications plan
    - Current state assessment
    - Outline of desired state



Designing the desired state

- Organizational change readiness assessment
- The case for change defined and communications defined
- Impact assessment – people, systems, processes and culture
- Complete blueprint of desired state

Implementing Change

- Employee involvement process implemented
- Aligning processes and systems
- Designing training process
- Preparation for go-live

Sustaining Change

- Training and consolidation
- Coaching management and team leaders to sustain change
- Review and document lessons learned

COURSE OUTLINE

- Balancing self, team and society
- What is strategic planning?
- What do we mean by strategy?
- Why do strategic planning?
- Strategic planning process
- SWOT analysis
- Stakeholder analysis
- Strategic issues



- Choosing strategies
- Planning
- What is change management?
- Phases of change
- Change process model
- Human response to change
- Risk management

COURSE CONTENTS

Introduction

MODULE 1: WHAT IS STRATEGIC PLANNING?

What do we mean by Strategy?

Why do strategic planning at all?

MODULE 2: STRATEGIC PLANNING PROCESS

SWOT Analysis

Stakeholder Analysis

Strategic Issues

MODULE 3: PLANNING

Operational Plans

Work breakdown structure



Gantt chart

Budgets

MODULE 4: ORGANISATIONAL CHANGE?

Definition of Organisational Change Management

Phases of change

MODULE 5: PLANNING FOR CHANGE

MODULE 6: IMPLEMENTING CHANGE

MODULE 7: CHANGE – THE HUMAN RESPONSE

MODULE 8: MANAGING RISKS

