LEADING CHANGE

SYLLABUS

July 2020

Written & Delivered By:

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Overview

Being able to lead your teams through change is one of the most important talents today's leaders can have. Change is what leads to growth and innovation and yet, for many of us, change can be hard. This is increasingly true in today's world, where change barrels at us full speed, often before we have even caught up with whatever happened last.

This module will help you understand how to lead through change in a way that soothes fears and keeps your workplace thriving. You will learn tools for changing resistance to excitement, for keeping your team inspired about the change, and for understanding and minimizing the barriers that keep people from embracing change.

Learners

This module is designed for learners who desire to improve their leadership, communications, and workplace skills.

The module may qualify for Continuing Education Units (CEU) for professional certifications depending on the professional association.

Module Authors

The author for this module is Peregrine Global Services headquartered in Gillette Wyoming and includes materials from a variety of sources as indicated within the module.

Learning Outcomes

The learning outcomes for the module are as follows. With the completion of this module, learners should be able to:

1. Define what change is and why change is important in leadership.

2. Recognize the common barriers to change.

3. Lead to overcome the resistance to change.

4. Use the change survival guide for change management.

5. Understand how to keep the team inspired through a change initiative.

6. Apply John Kotter's eight-step process for effective change management.

Curriculum

Section	Topics
Section 1: Introduction	• Introduction • Module Overview
Section 2: Defining Change	• Definition, characteristics, change curve.
Section 3: Barriers to Change	• 5 common barriers to change.
Section 4: Leading the Charge - From Resistance to Excitement	• 10 common reasons for resistance and strategies to overcome them.
Section 5: Thriving in Chaos - A Change Survival Guide	• 15 DOs to cope with change.
Section 6: Holding the Fort - Keeping Your Team Inspired	• Leadership behaviors for success, principles for change management, factors that impact people's receptiveness to change, project vs change management, the leader's role in change management.
Section 7: Leading for Change	• John Kotter's 8 step process for managing change.
Section 8: Summary and Assessment	• Summary • Assessment

Delivery

The module is delivered using Peregrine's Learning Management System (LMS) known as CMAD. Course instruction is with asynchronous online learning activities.

Assessment

Throughout the module, there are in-progress quizzes and short exercises to ensure understanding of the instructional content. A completion certificate is issued when the learner obtains at least 80% on the final exam.

Hours and Articulation

Learner hours are shown in the following table. The hours are based on both the time within the module and time away from the module conducting application activities.

Section	Hours
Section 1: Introduction	0.50
Section 2: Defining Change	0.50
Section 3: Barriers to Change	0.50
Section 4: Leading the Charge - From Resistance to Excitement	1.0
Section 5: Thriving in Chaos - A Change Survival Guide	1.0
Section 6: Holding the Fort - Keeping Your Team Inspired	0.50
Section 7: Leading for Change	0.50
Section 8: Summary and Assessment	0.50
Total Hours	5