

# Adapting well to change

Hands-on course of 2 days - 14h

Ref.: BAN - Price 2024: CHF1 550 (excl. taxes)

Making it easier for employees, managers, and company managers to address the changes they face on a regular basis by understanding their resistance and learning to transform it into an opportunity for progress and efficiency.

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

- Determine the causes and drivers of change
- Assess the impacts of changes at work
- Understand the steps involved in adapting to change
- Alleviate resistance and barriers to change
- Foster your motivation by defining concrete actions

## HANDS-ON WORK

Self-diagnosis, behavioural scenarios, and individual and group brainstorming exercises.

## THE PROGRAMME

last updated: 01/2023

### 1) Identifying the causes of change

- Define the change within the company and its impact on business.
- Identify the factors that drive change: technology, strategy, culture, etc.
- Distinguish between the different types of change: adjustment, reform, restructuring and rebuilding.

*Hands-on work* : Personal reflection on the causes of change in your company.

### 2) Understanding the impacts of change on your professional efficiency

- Change: voluntary or endured.
- Representations of change: between willingness, resistance and acceptance.
- The stress inherent in any change.
- Possible behaviours.
- Factors at play in resistance to change.

*Hands-on work* : Highlight your experiences with change and their consequences.

### 3) Understanding the steps involved in adjusting to change

- Identify the stages of change.
- Determine the costs and benefits of the change.
- Use the change to drive progress.
- Identify the effects of failure to adjust to change.
- Be able to challenge yourself and put the past behind you. Understand the grieving process.

*Exercise* : Self-diagnosis: determine your personal path through the stages of change.

### 4) Removing the barriers that prevent you from adapting to change

- Recognise and overcome cognitive and behavioural barriers that prevent adaptation.
- Master the process of "letting go".
- Challenge yourself constructively.

## PARTICIPANTS

All employees facing a change who want to improve their adaptability.

## PREREQUISITES

No specific knowledge.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

- Be daring and let your imagination run wild.
- Accept failures and transform thoughts and emotions into actions.
- Change inaccurate perceptions and self-esteem.
- Expand on spontaneous thoughts. Learn about the most common cognitive distortions.
- The grid for confronting beliefs.

*Exercise : Analyse and rationalise limiting thoughts and beliefs on change.*

#### 5) Making adaptation to change a reality

- Encourage adaptation by anticipating the benefits.
- Set goals and objectives for progress.
- Acquire the necessary resources for adapting effectively.
- Set development deadlines.
- Evaluate the results.

*Exercise : Developing a detailed individual action plan to improve your adaptability*

## DATES

---

REMOTE CLASS

2024 : 05 Sep, 05 Dec