

## Presenters Individual



### Essential tools for change managers

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#### Overview

In this workshop you will select the tools you'd like to delve into. For each one we will look at the outcome the tool needs to deliver, suggested content and the process for developing, agreeing and using the content. You will take away a simple methodology and toolkit.

#### Description

You can give me a scalpel but it doesn't make me a brain surgeon!

Tools are important but it's the outcome they achieve that is more important. An over-reliance on templates coupled with an inadequate understand of the outcome they must achieve is a recipe for disappointment. A good change manager works with the peculiarities of each change to understand what it needs and therefore which tool is best for the job.

The workshop will present a list of commonly used change management tools and the group will chose which ones they want to work on. (For example an impact assessment, change plan or engagement plan).

#### PART 1

For each tool selected we will discuss

- The purpose and outcome of the tool
- Typical format and content
- How to gather or develop the content
- Who is involved and how
- The purpose of sign-off
- What to do with it now its signed off

#### PART 2

Participants will then select which tool they'd like to work on and have the opportunity to complete a simple template.

Participants will receive a handout and memory stick with a simple methodology and toolkit.

The Q&A section of the session can be run as a 'clinic' session where participants can ask questions about any tools and templates

#### Presenter biography

Helen is an Accredited Change Manager with a passion for helping people design, implement and sustain change. She has several years of hands-on experience and now specialises in helping clients build change management capability in both project and business teams across a range of industries.

Helen is co-founder of the Change Management Institute and was a Board member for over eight years. She is CMI Chief Assessor and has managed the CMBoK development. Helen is also a guest lecturer at University of Sydney.