

Rightrack ... a little bit of magic

**Change Management for HR Professionals**  
a bespoke programme



Tel: +44 (0) 1527 595955 Fax: +44 (0) 1527 594111 Email: [enquiries@righttrackuk.com](mailto:enquiries@righttrackuk.com) [www.righttrackuk.com](http://www.righttrackuk.com)

Brockhill Court, Brockhill Lane, Redditch, Worcestershire, B97 6RB, UK

## Introduction

This is a bespoke programme that increases skills and knowledge to enable HR professionals to effectively support, manage and implement successful organisational change.

## Approach

A bespoke training programme is researched, designed and delivered specifically for your needs.

We have a highly developed, sophisticated yet flexible approach for creating bespoke training solutions, which typically includes:

- **Step 1: Research & Familiarisation**  
Our training specialists work with you to research the key areas that will impact the programme design and agree project objectives
- **Step 2: Confirmation of Project Activity**  
Key areas of the project are confirmed in writing including all project steps, milestones, programme structure, supporting activity, timings and evaluation measures
- **Step 3: Preparation of Learning Content**  
Our project team prepare the programme in-line with the above steps. The content is highly specific to your organisation and the initiatives that are key to the success of your business
- **Step 4: Implementation of Training Programme**  
The programme is implemented in-line with the agreed rollout plan
- **Step 5: Project Evaluation**  
The project is evaluated throughout its implementation against key measures decided upon during Step 1



### Case Study

Below is an example of a programme we have designed for a client:

#### Preparing the Organisation for Change

- Defining the change strategy - the HR function within key planning stages
- Challenging change strategy
- Ensuring the organisation understands the impact on people
- Highlighting potential legislative and moral implications of change

#### Preparing the Change Team

- Assembling a change team
- Training / coaching the change team on tools for implementing change
- Effective change management infrastructures
- Role of the change team as change champions / ambassadors

#### Developing a Stakeholder Model

- Requirements of stakeholders
- Anticipating impact stakeholders can have on change projects
- Working with stakeholders to generate effective solutions

#### Promoting Ownership and Employee Involvement

- Pro & cons of change management tools and mechanisms including:
  - Focus groups
  - Change champions
  - Employee surveys
  - Change forums
  - Change publications
  - Communications strategy
- Understanding potential areas for resistance



### **Leading the Change**

- The communication plan
- Links with the communications' strategy
- Examples of successful communication's plans
- Leaders 'Road Map' for Change
- Benefits of using a leader's road map
- Developing a 'road map'

### **Developing a Coaching / Training Plan**

- Identifying those requiring coaching / training due to change
- Choosing the right type of coaching for the organisational culture
- Completing training needs analysis

### **Developing a Resistance Management Plan**

- Handling pockets of resistance
- Project plans for implementation of change (with slant on HR activity)
- Legislative implications
- Involvement of line managers

### **Reinforcing Change & Learning from the Experience**

- Analysing feedback on the change
- Use of HR statistics to analyse success of change process
- Understanding where gaps are in managing ongoing resistance
- How to identify gaps and implement any corrective actions
- Celebrating success



### Programme Options

This is an in-company programme with the following options:

<b>Available Packages:</b>	<b>Bespoke</b> - We research, design and deliver the programme specifically for your needs
<b>Duration:</b>	Bespoke
<b>Materials:</b>	Folder, workbook, handouts, pen and certificate of attendance
<b>Support:</b>	<b>Research</b> - Pre-programme research visit or telephone discussion  <b>Administration</b> - Printing and packaging of delegate materials and liaison with your chosen venue for programme arrangements. Additional administration options available  <b>Evaluation</b> - Post-programme evaluation and a consultant's report providing feedback on the programme  <b>Righttrack Membership</b> - Lifetime on-line post-programme support via our dedicated delegate website and access to the training consultant who will answer any questions relating to the programme
<b>Dates &amp; Location:</b>	To suit you
<b>Delegates:</b>	Bespoke
<b>Style:</b>	Righttrack programmes are energetic, exciting and highly participative, which create an impact and motivate participants to learn and embrace change
<b>Learning Methods:</b>	We utilise a blend of learning methods: practice sessions, group workshops, scenario-driven learning, assignments, self managed learning, shared group learning, accelerated learning and structured group learning

