

APMG-INTERNATIONAL™

## Change Management Foundation and Practitioner Certification

**5 Days**

**Learn effective change management theories and best practices to help you and your organization embrace and thrive in times of change.**

Dealing effectively with change is a high priority for organizations today. The Change Management Certification has been developed by APMG in partnership with the Change Management Institute (CMI), an independent, global professional association of change managers. Together they have developed a professional 'body of knowledge' for the discipline of change management, which provides an independent benchmark for the professional knowledge expected of an effective change manager. The course presents the latest knowledge theory and best practices in effective change management along with professional certification.

### LEARNING OBJECTIVES

#### In this course, you will learn:

- To understand the various types of change that affect organizations, and know how to draw on a range of professional approaches to support the effective delivery of the organization's desired outcomes from each change initiative
- To understand the human side of change and know how to help people deal more effectively with change, maintaining their commitment and bringing them successfully through the change process
- How to identify and work with the stakeholders in a change initiative, and how to plan, execute and measure the effective communications required to build and maintain their engagement
- How to assess the impacts of change, to develop effective change teams and to recognize and address resistance to change
- To understand the process of sustaining change and know how to embed a change initiative as the new business as usual

#### Organizational benefits:

- Build the organization's capability and capacity to deal successfully with change, improving agility
- Minimize risks associated with failed initiatives
- Develop and sustain employee commitment and alignment with organizational purpose during times of change
- Build and maintain the engagement of internal and external stakeholders with new initiatives
- Improve assessment of change impact, integrated change planning and successful embedding of change into the life of the organization

## WHO SHOULD ATTEND

- A Business Relationship Manager and/or business partner in any industry or function
- A leader who need to understand more about how to evolve culture, build partnerships, drive value, and/or satisfy purpose in organizations
- A leader who is ready to step into a BRM role or advance BRM capability
- An individual who recognizes the importance of relationships and measuring value in their organization

## PREREQUISITES

Participants will complete reading “*The Change Manager’s Handbook*” prior to attending class. The book is part of the course package and will be sent to participants upon course confirmation

- Approximately 2 hours of study is recommended every evening

## COURSE OUTLINE

### Foundation Level (3 days)

In this course, you will be introduced to change management theory and techniques. You will explore and consider which of these could be effectively implemented in your organization.

#### **Specifically, you will learn the impact that change has on these four major areas:**

- Individual Change
- Team Change
- Organization Change
- Leadership and Change

On Day 3, you will prepare for and take the APMG-International Change Management Foundation Exam.

### Practitioner Level (2 days)

In this course, you will focus on how to apply and tailor change management guidance in a given organizational change situation. A successful Practitioner candidate should be able to start applying the change management approaches and techniques to a real change initiative.

## EXAM INFORMATION

### About the Foundation Exam\*

- The exam is taken and marked (provisionally) on Day 3
- 40 minutes, closed-book exam
- 50 multiple choice questions
- 25 marks required out of 50 available to pass – 50% passing mark is required

*The Foundation certification is also a prerequisite for the APMG Practitioner certification*

### About the Practitioner Exam\*

- 2.5 hour open-book exam
- Reference to *The Effective Change Manager's Handbook* and the candidate guide is permitted during the examination
- Objective Testing Exam is multiple choice
- 4 questions per paper (Change and the Individual; Change and the Organization; Communications and Stakeholder Engagement; and Change Management Practice). Total number of 80 marks per paper
- Pass mark is a total of 40 or more out of a possible 80 – 50% passing mark

*\* For all virtual offerings of Change Management, exams are taken online after the course is completed. ACCT will provide guidance and authorization for participants to arrange an exam at a time convenient to them.*

*Algonquin College Corporate Training has been accredited by APM Group as Accredited Training Organization (ATO).*

*Algonquin College Corporate Training has been approved to deliver Change Management courses and to invigilate Change Management examinations.*

*Algonquin College Corporate Training specializes in industry-focused training solutions that equip employees with the knowledge, skills and expertise needed to succeed in their day-to-day work, to advance in their careers and to build organizational capacity.*

## HOW TO REGISTER

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**ONLINE** [algonquincollege.com/corporate](http://algonquincollege.com/corporate)