

# Course : Change management for project managers

Practical course - 1d - 7h00 - Ref. CHH

Price : 890 CHF E.T.

★★★★☆ 4,6 / 5

How can we identify change, assess it and anticipate its impact on the project and the organization? What are the best practices for managing change constructively? How and with whom? This training-workshop will help you build your roadmap.

## Teaching objectives

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

- ✓ Identifying change
- ✓ Building a change plan
- ✓ Communicating with stakeholders
- ✓ Implement corrective actions
- ✓ Capitalize on modifications for future projects

## Intended audience

Business or cross-functional project managers.

## Prerequisites

Project management experience required. The fundamentals of project management will not be covered in this course.

## Practical details

### Hands-on work

Workshop: throughout the workshop, participants build their operational action plan and put together their project manager's kit.

### Teaching methods

Active, participative teaching. Sharing of practices, exchanges. Case studies. Toolbox and templates.

## Course schedule

### PARTICIPANTS

Business or cross-functional project managers.

### PREREQUISITES

Project management experience required. The fundamentals of project management will not be covered in this course.

### 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.

## 1 Drawing up a change plan

- Reminder of project management process groups.
- Diagnose the change, identify the problem: assess the impact of the changes involved in the project.
- Identify the stages of change and their impact on the employees concerned.
- Identify decision-makers.
- Map the various stakeholders and their respective roles.
- Define everyone's contribution to the project.
- Define the manager's role as guarantor of project success.
- Build the change plan.

### Hands-on work

Identify the change or modification. Analyze impact. Draw up a change action plan. Complete project manager kit templates.

## 2 Organizing change communication within the project

- Communicate with stakeholders: decision-making bodies, customer departments, project groups.
- Involve sponsors and key contacts.
- Build the communication plan.
- Set up a crisis meeting.
- Organize communication actions, use different media.
- Overcome routines and resistance.

### Hands-on work

Develop communication plan. Complete project manager kit templates.

## 3 Implement the action plan

- Implement the support plan.
- Prepare and plan training programs.
- Formalize the support plan.
- Ensure the development of key skills.
- Develop problem-solving tools.
- Set up support structures for managers and people affected by change.

### Group discussion

Group reflection on action plan implementation. Complete the templates in the project manager's kit.

## 4 Managing change

- Select change management indicators for the project.
- Identify and use different indicators.
- Close management: individual and collective support.
- Close the change project.
- Capitalize on feedback.

### Hands-on work

Draw up closing plan. Complete project manager kit templates.

### 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.

## REMOTE CLASS

2026 : 12 June, 23 Sep., 24 Nov.