



TrainingByteSize

Empowering project professionals through learning



APMG International™

Change Management



**Change
Management**

Accredited Training
Organisation

- Flexible Study Options
- Expert Support
- Exceptional Pass Rates

www.trainingbytesize.com

Change Management CERTIFICATION



Change is inevitable. Dealing with change and, more importantly, the impact of change is a high priority for all organizations. This course will give you the guidance you need for the effective management of the impact of change.

What is the Change Management Certification?

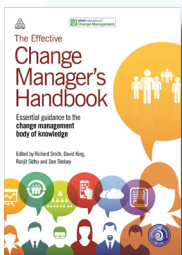
Change Management is a vital and high-profile remit within any business. In order for it to be effective, Change Management needs to be conducted in a strategic, timely and measurable way. This does not happen by chance.

If you deal with Change Management, you will need the right skills, experience, support and tools to effect real and long-lasting change. In these unprecedented times of uncertainty and risk within businesses of all sizes, Change Management is more important than ever.

The APM Group International's Change Management certifications will equip you to manage digital transformation, risk management and people leadership - all critical pillars of Change Management. For business leaders looking to upskill their staff on the principles and practical aspects of this discipline, the certification will give you peace of mind that any organisational change will be managed effectively.

We offer two options for the Change Management certification. For those new to the role, the Foundation course is an introduction to the principles and practices associated with this area of business. The combined Foundation and Practitioner course is recommended for anyone who wants to develop a thorough understanding and practical experience of Change Management.

At the end of the course, candidates will be required to complete an exam. The format of the exam differs based on the levels undertaken, with the Foundation course exam being multiple choice and the combined course including objective questions.



The Effective Change Manager's Handbook

The Effective Change Manager's Handbook is a powerful learning resource in supporting and developing highly effective change managers - the perfect addition to the Change Management certification.

We would recommend 'The Effective Change Manager's Handbook' to complement your studies

What are the benefits of the Change Management Certification?

- ✓ Build the organization's and individual's capability and capacity to deal successfully with change, improving agility.
- ✓ Increase the probability of successful business change/transformation – supporting strategic direction.
- ✓ Minimise the risks (costs, delays, loss of employee engagement, reputation) associated with failed initiatives.
- ✓ Build and maintain the engagement of internal and external stakeholders with new initiatives.
- ✓ Manage more effective change communications so that change is understood and supported.
- ✓ Improve assessment of change impact, integrated change planning and successful embedding of change into the life of the organization.

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The Foundation course is designed for people who need to understand the challenges of introducing change, including why change happens, how change happens, and how to overcome resistance to change.

What does the Change Management Foundation Certification Cover?

There are four modules on the course which cover the scope of the Change Management Foundation qualification, dealing with the theories of how change impacts on and is affected by the Individual, the Team, the Organisation, and the Change Leader.

Successful Candidates will be better prepared 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.
- ✓ Understand the various types of change that affect organizations.
- ✓ Know how to identify and work with the stakeholders in a change initiative.
- ✓ Know how to assess the impacts of change, to develop effective change teams and to recognise and address resistance to change.
- ✓ Understand the process of sustaining change and know how to embed a change initiative as the new 'business-as-usual'.

Who is the Change Management Foundation Certification for?

- ✓ All individuals involved in organizational change, including current and aspiring change managers, and others involved in the design, development, and delivery of change programmes and initiatives.

Course Details

Level
Beginner

Length
Online: 10-12 Hours
Classroom/Virtual: 3 Days

Pre-requisites
None

Exam Format
Multiple Choice,
50 Questions

Exam Duration
2 Hours 30 Minutes

Pass Mark
50%

★REVIEWS.io



Change Management PRACTITIONER



Building on the learning established in the Change Management Foundation Certification, the Practitioner Certification explores the key topics in more depth, leading to enhanced understanding of change and change impact.

Successful Candidates will be better prepared to:

- ✓ Identify the organizational drivers of a change initiative and the links that initiative has with any governance structures (e.g. strategic, programme or project governance).
- ✓ Use a range of organization paradigms and frameworks to understand, support and sustain change processes, taking account of the culture of the organization.
- ✓ Contribute effectively to preparation for a change initiative, including building the change team, offering insights which improve team effectiveness.
- ✓ Offer relevant insights in discussions about how to prepare people for change, including planning for learning and motivational issues relevant to different roles and types of people.
- ✓ Help colleagues understand the difference between organization change and the human impact of transition, and suggest practical leadership actions at different stages of a change.
- ✓ Support the identification and mapping of stakeholders in a change process and help develop approaches to build and maintain stakeholder engagement.
- ✓ Recognize signs of resistance to change and propose actions to mitigate it.
- ✓ Propose a range of levers by which a change can be sustained and become 'business-as-usual' in the organization.

Who is the Change Management Practitioner Certification for?

- ✓ Change managers and aspiring change managers. It is also relevant to other key staff involved in the design, development and delivery of change programmes, including Senior Responsible Owners, Business Change Managers, Programme Managers, change support, and operational line managers/staff.

Course Details

Level

Intermediate

Length

Online: 15-20 Hours
Classroom/Virtual: 2 Days

Pre-requisites

Change Management
Foundation

Exam Format

Objective-testing based on
case study, Restricted
open book

Exam Duration

2 Hours 30 Minutes

Pass Mark

50%

★REVIEWS.io



Experienced knowledgeable trainer took us through a well structured, well-paced programme of training.

Our learning was reviewed and re-affirmed at regular intervals, we couldn't have asked for more. Wholeheartedly recommend this business.

Diana Davies, delegate

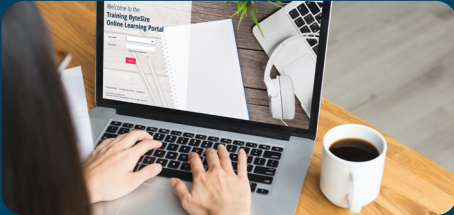
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Flexible Study Options

Study online

- Study at your own pace on our dedicated Learning Platform
- Access the course and exam anywhere, anytime
- Engaging and expert content



You can study our course online at your own pace from anywhere in the world via our dedicated Learning Platform.

Designed by skilled animators and the most knowledgeable script writers, our online courses are incredibly engaging and use a mix of audio, film, animation, pictures and diagrams; this ensures they are suitable for all types of learners.

Quality online learning is at the heart of what we do, so when you study a Training ByteSize course you can be assured of a tried and tested quality product.

Study in a virtual classroom

- Teaching in the comfort of your home or office
- Ask questions to our trainers throughout the training using a webcam or headset
- Expert trainers
- Access training and take your exam anytime, anywhere



Our Virtual Course platform delivers accredited and certified training, led by leading subject matter experts, direct to your home, mobile, computer or office without the hassle of travelling or staying away. It is so easy to fit in an online class into your busy schedule; simply log in from home, the office, or even while you are travelling.

Students can ask questions using a headset, webcam, or a chat window, and have their questions answered, just like in a traditional classroom. Questions can be lined up and answered at intervals without interrupting the teacher's flow of thought. There is no difference in the level of interaction – in fact, distractions are significantly reduced because of this way of teaching.

If you have a group to train, we have a structured programme in place to ensure everyone gets the most out of the course. We offer a managed service where we can provide regular reports on learners' progress and share quiz results to ensure only those that are ready are put forward for the exam.



We have been working with Training ByteSize for a few years now. From day one the service that they have given us and me personally is second-to-none.

They have a very professional attitude and are extremely adaptable to any of your own business requirements. All their trainers are very knowledgeable, very approachable and go out their way to explain everything.

All in all a fantastic service from a family-run business.

John Sims, Rolls Royce

Study onsite

- Bespoke training option
- Cost effective learning for groups
- Save time and money on travel expenses - we come to you
- Access to some of the best trainers in the industry
- Pre-course learning materials
- Telephone and email support



If you are looking to train a team of people, you'll find that our onsite training is a viable and cost effective option for you. You'll also find you save money through the omission of travel, accommodation and dinner expenses.

If you have a training room onsite you are more than welcome to take advantage of that. Or if you prefer, we could organise the project management training at a local venue, giving delegates a fresh learning environment.

Our trainers have a minimum of 10 years training experience, and with extensive experience in running and managing live projects, they have the real-life experience to bring the training to life and ensure that learners gain applicable knowledge.

Contact our expert team of learning advisors for a tailored quote and to find out more.



Fully Accredited Training, designed to help you succeed

This certification has been developed with experts from the Change Management Institute (CMI) to enhance your ability to plan, implement and successfully manage the impact of change. The course has been specifically designed to apply to the day-to-day work of change management professionals. It will enable you to build up the knowledge, skills, and behaviours required to excel in your role as a change manager

Our course is fully accredited and certified by APMG International, a leading exam body for professional certifications.



Training ByteSize was incredibly easy to use and incorporates all of the material you require to pass the exam.

An extensive and thorough training experience which involves and engages the trainee at every stage.

M.Ryan, delegate

Flexible Learning Options



ON-SITE



CLASSROOM



E-LEARNING



MOBILE



VIRTUAL



About Us

At Training ByteSize, we are experts in delivering accredited project, programme and IT service management training through a range of study styles. With **over 30 years' experience** in the industry, your success is key to our success.

We understand how people learn, we know how to train people to pass their exams, and we employ the best trainers and specialise in small class sizes to help you get the best from your investment.

We are very proud to boast an almost 100% pass rate in our exams and we are delighted with our [five star reviews](#) from individual learners to international corporate clients alike. So as a business that is looking to enhance change management skills and knowledge of staff at all levels across the company, and ensure everyone passes their exam first time, we believe **Training ByteSize is a name you can trust.**

We thrive on providing a reliable service to customers and we are proud to maintain an exceptional renewal rate with our corporate clients. Perhaps one of the biggest reasons for this success is our bespoke approach; we provide the training in the exact way you want it, whether that is on-site, online, virtual, classroom-based or a combination of these. As a family-run business we are small enough to care, but big enough to support clients from start to finish in the way they would like to learn.

All our trainers are experienced project and change managers before becoming accredited trainers. They each bring a wealth of experience to the classroom with a minimum of 15 years practical experience and 10 years training experience.

Wherever in the world you are, we are here to help. We can carry out a comprehensive analysis of your business to accurately identify gaps in skills and knowledge, and tailor packages to meet your exact requirements. Please speak to our friendly team of experts today to find out how we can help.

Victoria Graham

Managing Director



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Accredited training with exceptional pass rates. Delivered online, in the classroom, blended, or virtually.

Our portfolio of industry-leading qualifications includes:

- AgileBA®
- AgilePM®
- APM Apprenticeships, PFQ, PMQ and ChPP
- Better Business Cases™
- Business Analysis
- Business Relationship Management®
- Certified PPP Professional (CP3P)
- Change Management
- Essentials for PMO Administrators
- ITIL® 4
- Managing Benefits
- Managing Successful Programmes®
- Praxis™
- PRINCE2 Agile®
- PRINCE2®
- Professional Scrum Master
- Project Planning and Control
- Service Desk Analyst

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