



Change Catalyst Training

SESSION 1 MANUAL

Change Management Foundations:

Understanding the Principles and Fundamentals

The aim of this session is to have a solid grasp of the importance of change management, its objectives, key methodologies and models, different types of change, and typical change approaches.

In this foundational session, you will be equipped with a comprehensive understanding of the essential principles and practices necessary for effective change management.

Understanding this will enable you to tailor or build your own approach suited to your environment.

Key Concepts

- Why do we need Change Management?
- What is Change Management?
- How do you go about managing change?
- What happens if we don't manage change?





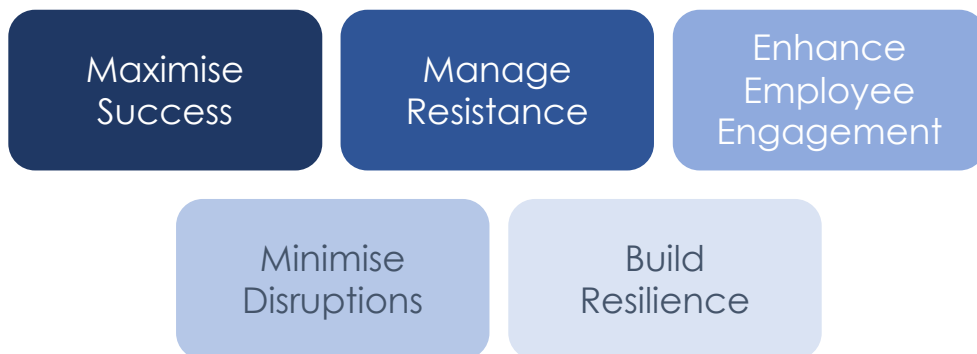
Change Management Foundations: Session1

Why is change management important in your context?

List your reasons:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Five Reasons Why Change Management is Important



A colleague asks you: "Why is change management so important?"

How would you explain it to them simply?



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How do these words relate to change management?

PREPARE
EQUIP
SUPPORT
DRIVE
ADOPT

Most Common Change Models

- 1. Prosci’s ADKAR Model
- 2. Kotter’s 8-Step Change Model
- 3. Lewin’s Change Management Model
- 4. Bridges’ Transition Model
- 5. SATIR Model
- 6. McKinsey 7-S Framework
- 7. Lean Change Management
- 8. Agile Change Management



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Complete the questions for each of the change management models

Prosci's ADKAR Model

What are **key features** of this model?

What is the **benefit** of using this model in my context?

How could I **apply this model** to my context?

PROSCI'S ADKAR MODEL

Focuses on **individual change** and provides a framework for understanding the **stages** individuals go through during a change process.

A

Awareness

Leading people to see the change



Why do I have to do things differently?

D

Desire

Establishing the desire to change



Why would I want to do things differently?

K

Knowledge

Providing the info/skills to navigate change



What additional skills do I need during & after?

A

Ability

Applying knowledge/skills to effect change



Can I actually do this?

R

Reinforcement

Making sure change sticks



How do I get support to maintain change?



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Complete the questions for each of the change management models

Kotter's 8-Step Change Model

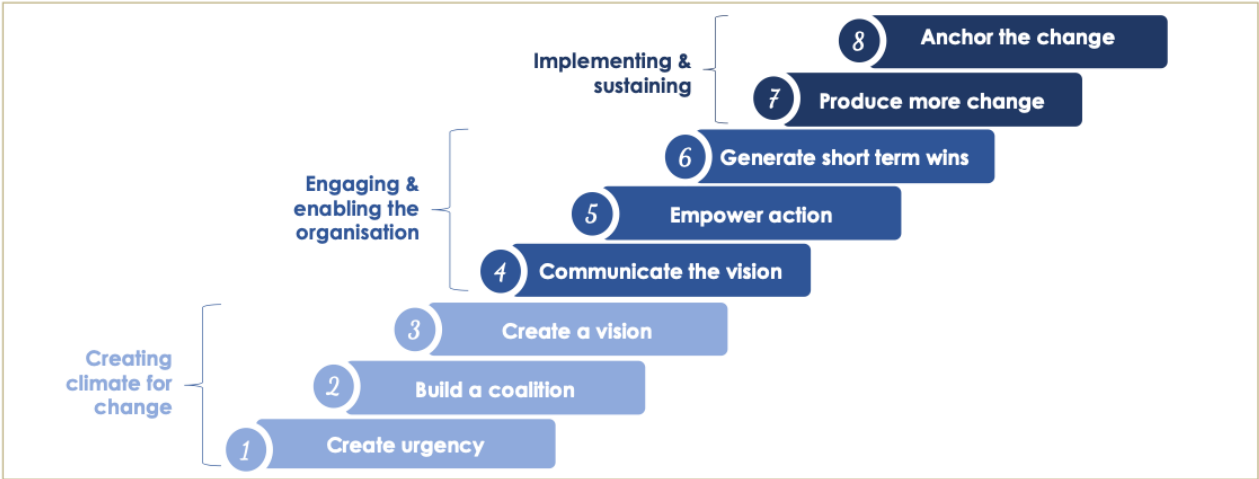
What are **key features** of this model?

What is the **benefit** of using this model in my context?

How could I **apply this model** to my context?

JOHN KOTTER'S 8 STEP MODEL

Focuses on **organisational change** and provides a structured approach to driving change implementation.





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Complete the questions for each of the change management models

Lewin's Change Management Model

What are **key features** of this model?

What is the **benefit** of using this model in my context?

How could I **apply this model** to my context?

KURT LEWIN'S MODEL

Focuses on a three-step framework for **understanding and managing change**.

1



Unfreeze

Prepare for the change

2



Change

Implement the change

3



Refreeze

Embed the change



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Complete the questions for each of the change management models

Bridge's Transition Model

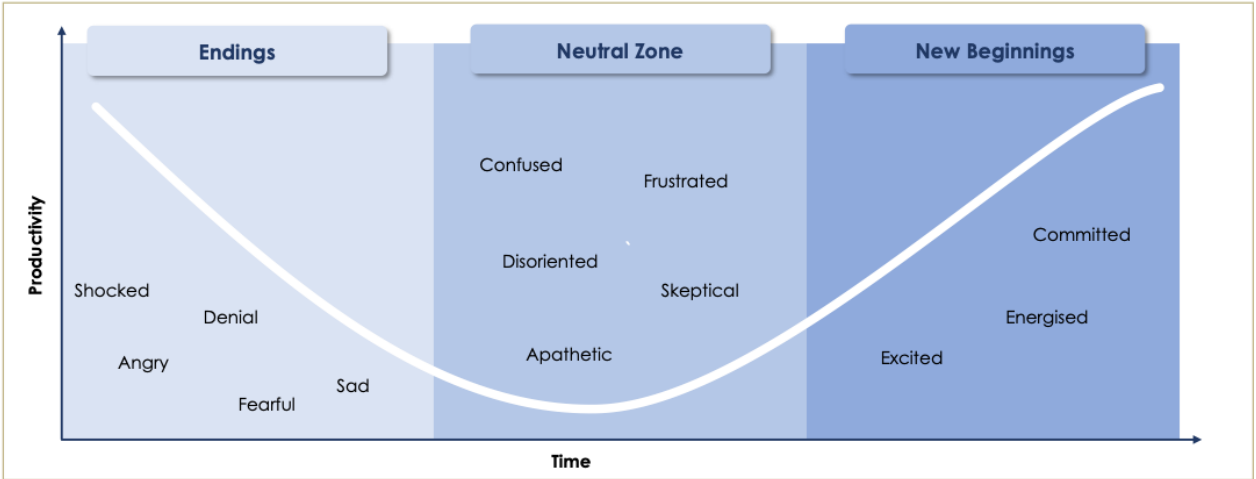
What are **key features** of this model?

What is the **benefit** of using this model in my context?

How could I **apply this model** to my context?

BRIDGES' TRANSITION MODEL

Focuses on helping organisations and individuals **understand** and more **effectively manage** and work through the personal and **human side of change**.



<https://interpromusa.com/new-beginnings-after-the-pandemic/>



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Complete the questions for each of the change management models

SATIR Model

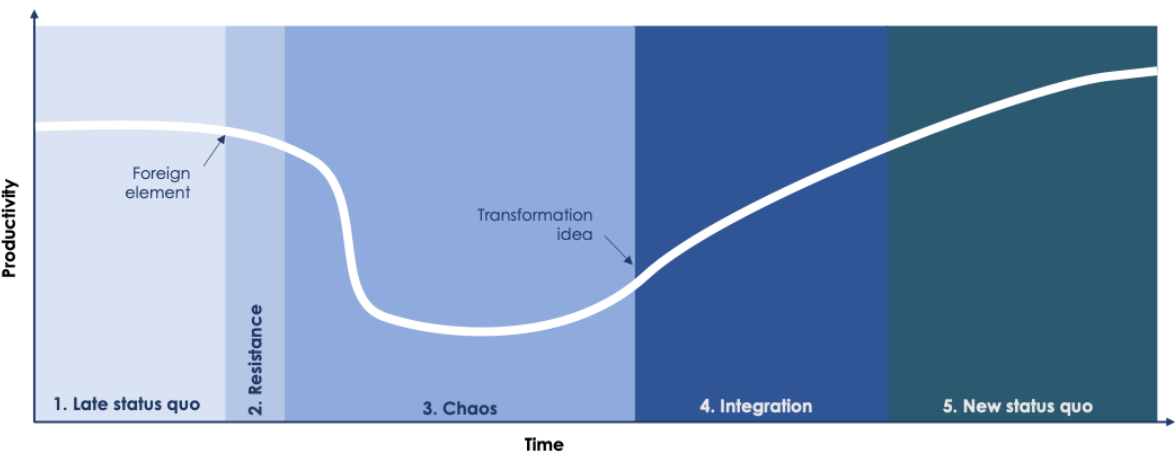
What are **key features** of this model?

What is the **benefit** of using this model in my context?

How could I **apply this model** to my context?

SATIR MODEL

Focuses on the **emotional and relational** aspects of change, recognising that successful change involves addressing individual and interpersonal dynamics (primarily applied in family therapy).





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Complete the questions for each of the change management models

McKinsey 7-S Framework

What are **key features** of this model?

What is the **benefit** of using this model in my context?

How could I **apply this model** to my context?

MCKINSEY'S 7-S MODEL

Focuses on a holistic approach to organisational effectiveness by examining seven key internal elements that need to be aligned to achieve high performance and sustainable results.





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Complete the questions for each of the change management models

Lean Change Management

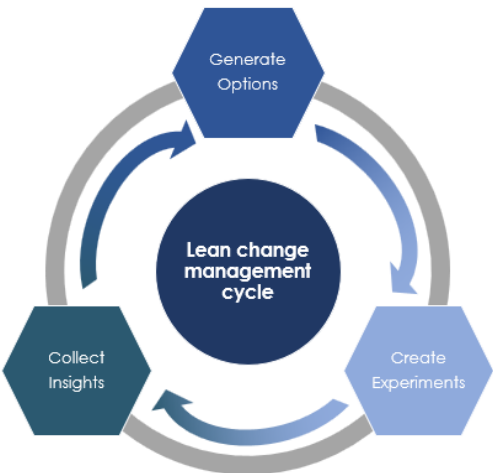
What are **key features** of this model?

What is the **benefit** of using this model in my context?

How could I **apply this model** to my context?

LEAN CHANGE

An iterative approach that combines principles from Lean Thinking and Agile practices with traditional change management concepts, emphasising learning and experimentation and adapting to change as it happens.





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Complete the questions for each of the change management models

Agile Change Management

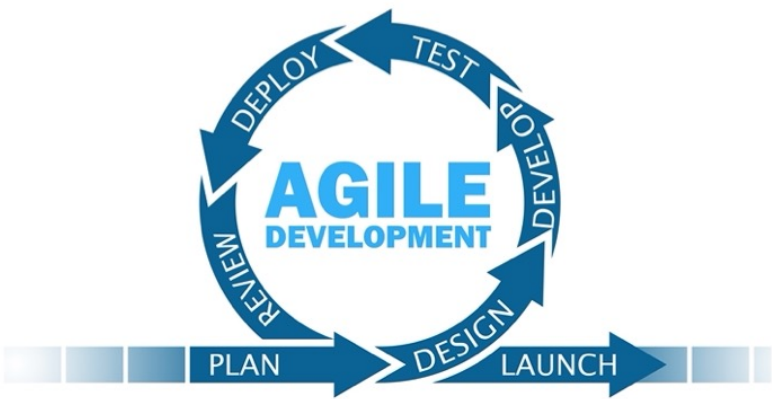
What are **key features** of this model?

What is the **benefit** of using this model in my context?

How could I **apply this model** to my context?

AGILE CHANGE MANAGEMENT

An approach for iterative & incremental delivery, aligned with Agile principles and primarily used in software development projects.



Source: [Project Management Institute](#)



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What are different types of change happening in your environment?

Different Types of Change

Incremental Change

Transformational Change

Disruptive Change

What are examples of incremental, transformational and disruptive change happening in your context?

How would the nature of change impact your approach?



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How would your approach to change be affected by different change contexts?

CHANGE CONTEXTS

Technological Change

Implementing new technologies or upgrading existing systems and processes.

Structural Change

Change in the company structure, such as restructuring departments or teams.

Procedural Change

Changing existing processes and/or procedures to enhance efficiency, productivity, or quality.



Cultural Change

Shifting the organisation's shared values, beliefs, and behaviors to align with strategic objectives.

Strategic Change

Changes in the overall direction, goals, or competitive positioning.

Merger or Acquisition

Integration of two or more organisations after a merger or acquisition.

Personnal Change

Changes in the company's workforce, such as hiring, downsizing, or implementing new talent strategies.



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Source of Change

**Planned
Change**

Description

Change deliberately initiated and managed by the company in response to internal or external factors.

**Reactive
Change**

Change necessitated by external forces or unexpected circumstances, requiring quick responses to address challenges or crises.

**Anticipatory
Change**

Change initiated proactively in anticipation of future trends, market shifts, or potential opportunities.

Think of an example of these sources of change in your context.
