# Supporting your team in change

## Description

This training will introduce you to the key steps and behaviors to adopt as a manager to succeed in supporting change. Thanks to it, you will be able to carry out a complete analysis of the problems linked to change and to accompany them.

**Course Content**
**Representations of change**

- Know the different sociological approaches
- The systemic approach needed for change
- Unstable balance: homeostasis
- The different types of behavior in the face of change: welcoming and controlling your own reactions
- The origins of resistance to change
- Questioning and the grieving process: identifying the brakes and contradictions
- The representation of change: a filter question
- Attitude towards change: change followed or change experienced
- Identify the key actors of change and identify their position: allies, torn apart, indifferent, opponents
- Potential losses and gains, real or assumed

**Adapting to change**

- Identify the different types of behavior over time: shock, questioning, re-mobilization, commitment
- Adapting behaviors and attitudes: between adaptation and reaction. Find possible "hidden gifts"
- Establish the cost / benefit balance of the change for its employees
- Analyze the stressors in change
- Understand the challenges and key stages of personal development: self-knowledge, self-confidence and self-confidence

**Giving meaning and motivating change**

- Using change as a factor for progress
- Build a message that gives a clear vision of change
- Clarify the objectives of the change. Help the other to this clarification
- Know how to trigger change and motivate around change
- Motivate by finding the positive function. Building on the flaws of the old system
- Develop the positive thoughts of your employees
- Understanding the filters that pollute interpersonal communication

**Communicating around change**

- Share your ideas
- Implement fertile communication. Share the change and make it attractive to all
- Know the basic principles of communication. Positive communication
- Identify barriers to communication
- Active listening: a communication tool for change. Posture and techniques
- How to organize a participatory meeting? The four strong points to prepare it

- How to conduct a meeting to gain acceptance for the change?
- Master the key steps to lead a participatory meeting
- Rely on leaders. Identify actors and act

**Support change**

- Knowing the three determining criteria for committing or not to change
- Understand the effect of everyone's change
- Management anticipation and planning of change
- Identify the change project in order to better support it
- Identify the six key stages of change management: from ownership to management
- Build your communication plan: objectives and means implemented
- The "small steps" policy: defining micro-steps allowing rapid results to be obtained
- Regulate emotions
- Mastering the steering tools for managers
- Establish the change dashboard
- Detect any anomalies and drifts
- Practicing local management: individual and collective support

**Lab / Exercises**

- Situation
- Work in group
- Work on lived situations
- Feedback from experiences

**Documentation**

- Digital coursware included

**Participant profiles**

- Managers
- Team Leaders

**Prerequisites**

- Have followed the training: "The Fundamentals of team management" or have equivalent knowledge

**Objectives**

- Understanding human representations and behaviors in the face of change
- Giving meaning to change to lift team blockages
- Use facilitating communication techniques
- Support employees in the various stages of change

**Niveau**
Intermédiaire
**Classroom Registration Price (CHF)**
1300
**Virtual Classroom Registration Price (CHF)**
1300
**Duration (in Days)**
2
**Reference**