



Managing Organizational Change Course Syllabus and Outline

Instructor: Amanda Close MBA, CPT, SPHR
(206) 782-1254, amanda@closegroup.org
www.closegroup.org

Dates: Online, available

Certificate of Completion for 15 hours of Recertification credit

A) Course Description:

The objective of this 5-week course is to provide students an opportunity learn about the aspects of organizational change at the strategic level. Establishing the clear need for change, the goals and the steps to stimulate and sustain the change. Students will learn to identify key organizational change issues associated with organizational initiatives and develop strategic action plans that manage change.

"Organizational change requires commitment, focus and awareness of the complexity of change management."

B) Course Objectives: The objective of this course is to provide students an opportunity to simulate and apply change management methodology and tools. Participants will:

- Gauging organization's readiness for making the change a reality.
- Obtaining both management and employee ownership.
- Making change happen through leadership and accountability.

C) Student Expectations: Participants are expected to participate in each session. Participants are also expected to complete and turn in assignments.

Class participation:

- Evidence of careful preparation and submittal of situational assignments and final project.
- Clarity and conciseness of recommendations.
- Strong and convincing quantitative and qualitative analysis and support recommendations.

D) Course Assignments

Students are expected to work through the process of managing organizational change using their organization as a case study. The assignments will reflect either actual/anticipated change efforts or a simulation.

Assignment #1: Situation Analysis

Conduct a situational analysis

- Background information
- Change readiness (business need, buy-in, culture)
- Reality and desired state
- Probable causes
- Plan to proceed

Assignment #2: Create a Strategic Plan

- Conduct root cause analysis
- Determine possible solutions
- Present in report format

Assignment #3: Create an action plan for change and metrics

- Plan will include appropriate infrastructure changes.

E) Text and/or Required Reading List:

Close 2012, Strategic Solutions Toolkit, Snow Creek Publishing

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Date	Topic	Assignment (To be completed before the next session)
Session 1	Social Psychology and the dynamics that affect organizational change	Assignment #1 Strategic Solutions Toolkit
Session 2	Key Organizational Change Challenges Both Environmental and Internal	Strategic Solutions Toolkit
Session 3	Strategic Planning Creating organizational goals and creating a forum by which individuals can make decisions that business and economy to the necessary a	Strategic Solutions Toolkit
Session 4	Aligning HR Infrastructures to support the strategic direction. In-Class simulation #2	Strategic Solutions Toolkit
Session 5	Strategic Leadership Coaching	Due: Team action plan for managing organizational change.