

Adapting to Change

MEDIUM : Cantonese / English

COURSE CODE : A-CHM

DURATION : 1 Day

FEE : HK\$3,480

EARLY BIRD : HK\$3,180

8 May, 2017 (Mon)

In today's economic reality, change is the only constant in most work environments. On the other hand, change often causes anxiety and resistance. If not managed well, these emotions and reactions to change can cripple an otherwise positive initiative. The purpose of this course is to provide managers and employees a strategy and the necessary skills to deal with change in a positive manner, not only to coach self but others adapt to change. This course emphasizes dealing with change on the cognitive, behavioural, and subconscious levels.

What participants will learn

At the completion of the course, participants will be able to:

- Recognize the positive value of change and why change needs to be managed
- Coach and support others through change

Audience Executives, Managers, Sole contributors

Methodology Discussions, demonstrations, role-plays, mini-lectures, video

Course Content

This workshop comprises games, simulated exercises, discussions and case studies. Through various activities, participants will learn that change is inevitable and often beneficial if well managed. Topics and concepts covered include:

Course Outline

1. Understanding Change

Through a game and discussions, participants will learn of the following concepts:

- The need for change in business
- Crisis or opportunity: it's a matter of perception
- The psychology of change
- Why change needs to be managed

2. Dealing with change

A good part of change management is effective problem solving. Through a case study, participants will learn how to lead a group through various stages of problem solving, including:

- Overcoming the initial shock
- Assessing the situation
- Identifying relevant issues
- Evaluating solution options

3. Coaching others through change

Through a case study, discussions and role play, participants will learn:

- Why others need you during change?
- The coaching process
- Helping others make plans
- Providing support

COURSE ARRANGEMENTS

Week	Course Date	Course Title	Course Code	Duration (Days)	Fees* (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline	Medium of Instruction
April 2017								
4	Apr-25	Business Etiquette Workshop	NEW BEW	1	HK\$3,480	HK\$3,180 Mar 31, 2017	Apr 5, 2017	C/E
	Apr-25	Presentation and Communication Skills	PCS	1	HK\$3,480	HK\$3,180 Mar 31, 2017	Apr 5, 2017	C/E
	Apr-26	Professional Image and Presence Workshop	NEW PIPW	1	HK\$3,480	HK\$3,180 Mar 31, 2017	Apr 5, 2017	C/E
	Apr-28	Strategy Design and Implementation	NEW SDI	1	HK\$3,480	HK\$3,180 Mar 31, 2017	Apr 5, 2017	E
May 2017								
2	May-08	Adapting to Change	NEW A-CHM	1	HK\$3,480	HK\$3,180 Apr 13, 2017	Apr 18, 2017	C
	May 09-10	Survival Skills for Managers and Supervisors	SSMS	2	HK\$6,480	HK\$5,980 Apr 13, 2017	Apr 18, 2017	C
3	May-15	Managing Conflict and Disagreement	MCD	1	HK\$3,480	HK\$3,180 Apr 21, 2017	Apr 26, 2017	C/E
	May-16	Effective Communication and Interpersonal Skills	ECIS	1	HK\$6,480	HK\$5,980 Apr 21, 2017	Apr 26, 2017	C/E
	May-17	Leadership Skills Workshop	LSW	1	HK\$3,480	HK\$3,180 Apr 21, 2017	Apr 26, 2017	C/E
4	May-23	Key Account Management	NEW KAM	1	HK\$3,480	HK\$3,180 Apr 28, 2017	May 3, 2017	C/E
	May-25	Mediation Skills to Handle Conflicts and Complaints	NEW MSHCC	1	HK\$3,480	HK\$3,180 Apr 28, 2017	May 3, 2017	C/E

C = Cantonese, E = English

TIME: 9:00 am - 5:00 pm daily **VENUE:** Regal Hongkong Hotel, Causeway Bay, HK.

* Fees include refreshments and buffet lunch

PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunch and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at www.celhk.com or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

Company Name :

Address :

Contact Person : (Mr / Ms) **Job Title :**

Direct Line : **Email Address :**

Mobile : **Fax :**

Authorized Person : (Mr/Ms)

Job Title : **Direct Line :**

Signature : **Date :**

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt



BY PHONE:
Call Miss Mak at:
2838-1182



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BY FAX:
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