

## Adapting to Change

### 面對職場上改變的適應力

MEDIUM : English / Cantonese COURSE CODE : ADP

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 Outline

The Workshop is a half-day of *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:

#### 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