

Adapting to Change

MEDIUM : Cantonese / English
FEE : HK\$3,480

COURSE CODE : CHM
EARLY BIRD : HK\$3,180

DURATION : 1 Day

7 Dec, 2017 (Thu)

In the booming days, social environment is characterised by the pace of market change and it is vital to manage this change effectively in order to excel by turning this opportunity into positive results. **This workshop aims at providing comprehensive knowledge and the necessary skills on leading and coping with change and turning this challenge into opportunities for growth.**

Objectives

After attending the workshop, participants will be :

- Able to identify and analyse the need and direction of changes ;
- Able to manage the life cycle of the change process ;
- Equipped with the techniques to cope with changes in the work environment
- Able to become a change agent in their workplace.

Target Participants

This workshop is designed for those who want to learn how change can be handled in an organisation.

Methodology

Lecture, exercise, games, role-plays and case studies

Course Outline

1. The Changing Paradigm in organisational leadership

- Driving factors for societal and market changes
- Appreciate change using PESTLE and SWOT
- Analyse and understand the need for change

2. Kotter's Eight (8) Steps in Driving Change

- Kotter's Eight (8) Steps in Driving Change
- Identify and analyse the direction of changes
- Assessing Change Readiness

3. Manage Change Cycle

- Typical reaction against change
- The Tarzan Swing Model of Change

4. Techniques to cope with changes in the work environment

- Identify key resistance factors
- Encouraging desirable behaviour through positive feedback
- Becoming a change agent in the workplace

5. Sustaining a change culture

- Gaining momentum through continuous innovation
- Celebrate gains and drive more change
- Establish learning culture to sustain change momentum

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
November 2017								
2	Nov-08	Five (5) Practices of an Influential Leader	NEW 5PIL	1	HK\$3,480	HK\$3,180 Oct 13, 2017	Oct 18, 2017	C/E
	Nov-09	Nurturing your Team	NYT	1	HK\$3,480	HK\$3,180 Oct 13, 2017	Oct 18, 2017	C/E
3	Nov-14	Effective Communication and Interpersonal Skills in the Workplace	ECISW	1	HK\$3,480	HK\$3,180 Oct 20, 2017	Oct 25, 2017	C/E
	Nov-15	Customer Service and Complaint Handling	NEW CSCH	1	HK\$3,480	HK\$3,180 Oct 20, 2017	Oct 25, 2017	C/E
4	Nov-23	Strategic Thinking: Paradigm Shift for Exponential Businesses	NEW ST	1	HK\$3,480	HK\$3,180 Oct 27, 2017	Nov 1, 2017	C/E
	Nov-24	Presentation and Communication Skills	PCS	1	HK\$3,480	HK\$3,180 Oct 27, 2017	Nov 1, 2017	C/E
5	Nov-27-28	Managing People for Win-Win Results	MPWWR	2	HK\$6,480	HK\$5,980 Nov 3, 2017	Nov 8, 2017	C/E
December 2017								
2	Dec-05	7 Thinking Tools for Generating Extraordinary Ideas	NEW 7TT	1	HK\$3,480	HK\$3,180 Nov 10, 2017	Nov 15, 2017	C/E
	Dec-07	Adapting to Change	CHM	1	HK\$3,480	HK\$3,180 Nov 10, 2017	Nov 15, 2017	C/E
	Dec-08	Crisis Management	CM	1	HK\$3,480	HK\$3,180 Nov 10, 2017	Nov 15, 2017	C/E
3	Dec-12	Coaching and Motivating your Work Team	NEW CMWT	1	HK\$3,480	HK\$3,180 Nov 17, 2017	Nov 22, 2017	C/E
	Dec-14	Handling Difficult People	HDP	1	HK\$3,480	HK\$3,180 Nov 17, 2017	Nov 22, 2017	C/E
	Dec-15	Time and Task Management	TTM	1	HK\$3,480	HK\$3,180 Nov 17, 2017	Nov 22, 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:
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