

# Leading Change with Impact

MEDIUM : Cantonese / English    COURSE CODE : LCI    DURATION : 1 Day  
 FEE : HK\$3,480    EARLY BIRD : HK\$3,180

**28 January, 2016 (Thu)**

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 corporate leaders a strategy and tools to plan for and manage change in a positive manner.**

## What Audience

Executives and Managers

## 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
- Prepare for a change
- Implement change
- Consolidate change

## Course Outline

The Workshop is a day of *games, simulated exercises, discussions and case studies*. Through various activities, participants will learn the process and tools in leading and managing change effectively.

### 1. About organizational changes

- Why organizations need change
- What killed change in most organizations
- Understanding the psychology of change
- Addressing both logic and emotion
- An eight (8)-step process to managing change

### 2. About organizational changes

- Letting people see, hear and feel the urgency of the situation
- Preparing your team for action
- Creating and communicating the future

### 3. Implementing change

- Communicating for buy-in
- Overcoming challenges
- Creating easy wins

### 4. Consolidating change

- Monitoring progress
- Modelling and rewarding new behaviours

## 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	
<b>January 2016</b>									
4	Jan-18	Interviewing Skills to Recruit the Right Candidate	ISW	1	HK\$3,480	HK\$3,180	Dec 23, 2015	C/E	
	Jan-19	Assertiveness Skills Workshop	ASW	1	HK\$3,480	HK\$3,180	Dec 23, 2015	C/E	
	Jan-20	Corporate Image + Business Etiquette	CIBE	1	HK\$3,480	HK\$3,180	Dec 23, 2015	C/E	
	Jan-21	Leveraging the Human Side in Project Management	NEW HSPM	1	HK\$3,480	HK\$3,180	Dec 23, 2015	C/E	
	Jan-22	Influencing & Negotiation Skills Workshop	INSW	1	HK\$3,480	HK\$3,180	Dec 23, 2015	C/E	
	Jan-27	Profession Telephone Skills Workshop	PTSW	1	HK\$3,480	HK\$3,180	Dec 31, 2015	Jan 5, 2016	C/E
	Jan-28	Leading Change with Impact	LCI	1	HK\$3,480	HK\$3,180	Dec 31, 2015	Jan 5, 2016	C/E
	Jan-29	Customer Service and Complaint Handling	NEW CSCH	1	HK\$3,480	HK\$3,180	Dec 31, 2015	Jan 5, 2016	C/E
<b>February 2016</b>									
1	Feb-01	Mastering Communication - Practical Skills Using NLP	COMM-NLP	1	HK\$3,680	HK\$3,380	Jan 8, 2015	Jan 13, 2016	E
	Feb-02	Mastering Strategy and Turning Strategy and Objectives into Action	STM	1	HK\$3,680	HK\$3,380	Jan 8, 2015	Jan 13, 2016	E
	Feb-02	Leading a High Performance Team	LHPT	1	HK\$3,480	HK\$3,180	Jan 8, 2015	Jan 13, 2016	C/E
	Feb-03	Influencing Others without Formal Authority	IFSW	1	HK\$3,480	HK\$3,180	Jan 8, 2015	Jan 13, 2016	C/E
	Feb-22	Advanced Email Writing Skills	NEW AEMAIL	1	HK\$3,480	HK\$3,180	Jan 23, 2015	Jan 28, 2016	C/E
4	Feb-23	Persuasive Presentation Skills Workshop	PPSW	1	HK\$3,480	HK\$3,180	Jan 23, 2015	Jan 28, 2016	C/E
	Feb-24	Effective Communication and Interpersonal Skills in the Workplace	ECISW	1	HK\$3,480	HK\$3,180	Jan 23, 2015	Jan 28, 2016	C/E
	Feb-25	Blue Ocean Problem Solving & Decision Making	B-PSDM	1	HK\$3,480	HK\$3,180	Jan 23, 2015	Jan 28, 2016	C/E
	Feb-26	Strategic Thinking : The Mind of the Strategist	ST	1	HK\$3,480	HK\$3,180	Jan 23, 2015	Jan 28, 2016	C/E
	Feb 25-26	Project Management Workshop	PMW	2	HK\$6,480	HK\$5,980	Jan 23, 2015	Jan 28, 2016	C/E

C = Cantonese, E = English

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

\* Fees includes refreshments and lunch

\*\* We accept P. Cards

### 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](http://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:**  
Send enrolment form above to  
our FAX at number:  
**2838-7122**



**BY EMAIL:**  
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