

Global Leader in Training

Management Solutions for Management Development

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Leading and Managing Change for Organizational Development

Syllabus / Course Outline

1. Course Description

This course provides leaders and managers with the essential skills to plan, lead, and sustain organizational change. Participants will learn how to diagnose organizational issues, communicate change effectively, overcome resistance, build stakeholder commitment, and implement strategies that support long-term organizational development. The program equips participants with practical frameworks and tools to manage transformation initiatives across different functions and levels.

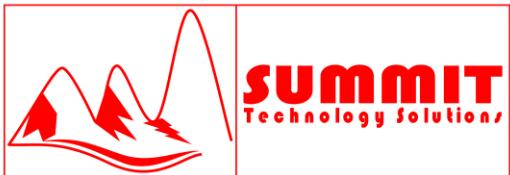
2. Learning Objectives

By the end of the course, participants will be able to:

- Explain the principles of organizational development and change management.
- Apply structured models (such as Kotter, ADKAR, and Lewin) to lead change initiatives.
- Identify internal and external forces driving organizational change.
- Communicate change effectively and align stakeholders.
- Diagnose resistance to change and apply strategies to overcome it.
- Facilitate smooth transitions and reinforce new behaviors or processes.
- Develop a structured change management plan for implementation.

3. Target Audience

- Managers, Assistant Managers, Supervisors
- HR, OD, Transformation, and Process Improvement personnel
- Team Leaders responsible for organizational initiatives
- Project managers involved in cross-functional transitions



- Anyone involved in planning or supporting organizational change

4. Course Outline

Module 1: Fundamentals of Organizational Development

- Understanding organizational development (OD)
- OD vs. traditional management
- Why organizations need continuous change
- The role of leadership in organizational transformation

Module 2: Understanding Change in Organizations

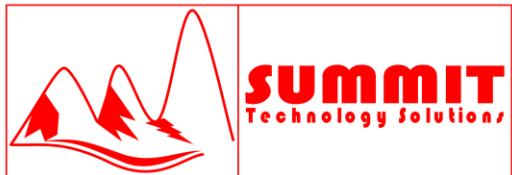
- Types of change: strategic, structural, cultural, technological
- Internal vs. external drivers of change
- Common challenges faced during change

Module 3: Change Management Models

- Lewin's Change Model (Unfreeze–Change–Refreeze)
- ADKAR Model: Awareness, Desire, Knowledge, Ability, Reinforcement
- Kotter's 8-Step Change Framework
- Selecting the right model for your organization

Module 4: Planning and Initiating Change

- Setting clear objectives and outcomes
- Stakeholder analysis and mapping
- Change impact assessment
- Creating a change management plan



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Module 5: Communicating Change Effectively

- Communication strategies during transformation
- Techniques for creating buy-in and transparency
- Handling negative reactions and uncertainty
- Communication tools for managers

Module 6: Managing Resistance to Change

- Identifying sources of resistance
- Emotional responses to change
- Practical strategies for reducing resistance
- Coaching individuals and teams through transitions

Module 7: Leading Change Execution

- Roles & responsibilities of change leaders
- Reinforcing new behaviors and processes
- Monitoring progress and adjusting plans
- Ensuring change sustainability

Module 8: Organizational Development Tools

- Culture assessment tools
- Team and leadership development techniques
- Continuous improvement as part of OD
- Linking OD initiatives to business performance