

Change Management - Planning & Leading Effective Change



06 August 2019 - DoubleTree by Hilton, Coventry

Planning & Leading Effective Change

This one-day training course is useful for Leaders who need to plan for, and implement, change in the workplace. The course will cover the reasons for planning and communicating the change to make it effective and maintain (or build) motivation of the team and individuals.



Topics

- * Change Management Skills – Why do it?
- * Planning Tools
- * Effective Communication (stakeholders and team)
- * Effective handling of how people react to change

Overview

- * Change – why do it? What are the benefits?
- * Identify the barriers to change at work and how to overcome them
- * Identify planning, monitoring and reviewing techniques that could be used to manage change
- * Identify the tools to aid communication for implementing successful change
- * Understanding the effect of change on people and teams in the workplace
- * Planning to make a difference in the workplace

To book, complete the booking form and return to Melanie Foote
+44 (0)20 8773 5525 or e-mail melanie.foote@ppma.co.uk

COST:

PPMA Members; £95 each, Non-members; £295

*** EXCEPTIONAL DISCOUNTS FOR MEMBERS ***

Change Management - Planning & Leading Effective Change



DoubleTree by Hilton Hotel
Paradise Way, Walsgrave Triangle, Coventry CV2 2ST

COURSE DURATION:

09:00 - 16:30 to include breaks (15 minutes morning & afternoon) and lunch (up to 1 hour).

BOOKING FORM - 'Change Management - Planning & Leading Effective Change' Training Day:

I would like to register delegate(s) for the course on 06 August 2019

COSTS	PPMA Members @ £95 pp	<input type="text"/>
	Non-Members @ £295 pp	<input type="text"/>
	TOTAL	<input type="text"/>
	PLUS VAT @ 20%	<input type="text"/>
	TOTAL BOOKING COST	<input type="text"/>

TERMS & CONDITIONS: Cancellations: If you cannot attend, a substitute delegate may attend in your place provided that written notice is given, or contact the PPMA on 020 8773 8111. Refunds of fees cannot be made unless notice in writing is received a minimum of 10 working days prior to the training course. All cancellations will be subject to a 25% (+VAT) fee to cover administrative expenses.
Important Note: This booking form constitutes a legally binding contract. It may be necessary, for reasons beyond the control of the PPMA, to change the content, timing, speakers and/or date of the seminar, course and/or programme.

Company:

Address:

..... Postcode:

Telephone: E-Mail:

Booking Authorised By:

Delegate 1: Position:

Delegate 2: Position:

PAYMENT DETAILS:

Payment is required prior to the Seminar or Training day.

1. **On Account** - Members can pay by account.
2. **Credit / Debit Card** - All credit / debit card payments now need to be taken over the phone.

Please contact **Melanie Foote** on **+44 (0)20 8773 5525**

3. **BACS** - Barclays Bank PLC
Sort Code: 20-24-61
Account No: 90721220

4. **Cheque** (A receipted invoice will be forwarded to your Accounts Dept.)

Data Protection: Data supplied is subject to the Data Protection Act 1998 and may be used to supply you with information to your business. Please tick as appropriate.

I do not wish to receive publications or further information from PPMA.
I prefer not to be contacted by any of the following: Mail E-mail Telephone

Processing & Packaging Machinery Association

PPMA Ltd, New Progress House
34 Stafford Road, Wallington, Surrey SM6 9AA
Tel: +44 (0)20 8773 8111 Fax: +44 (0)20 8773 0022
E-mail: christine.jordan@ppma.co.uk www.ppma.co.uk