



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Change Management Principles In The Workplace Training

Business, Commerce and Management Studies / Human Resources

Unit Standard 115407 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips participants with the principles and practical skills to manage change effectively within the workplace. It focuses on understanding the dynamics of change, the human response to change, and strategies to facilitate smooth transitions. Learners will be able to apply change management models and tools to real-world scenarios.

Category	Business, Commerce and Management Studies
Subfield	Human Resources
Unit Standard	115407
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply change management principles and models to workplace scenarios.
- Analyze the impact of change on individuals and teams.
- Develop strategies to overcome resistance to change.
- Implement communication plans to support change processes.
- Evaluate the effectiveness of change interventions.
- Demonstrate leadership skills to guide teams through change.

WHO SHOULD ATTEND

- This course is designed for managers, team leaders, supervisors, and any employees who are involved in or affected by organisational change.
- It is ideal for those seeking to lead change initiatives or support their teams through periods of transition.

COURSE OUTLINE

Day 1: Foundations of Change Management

- Introduction to change management
- Key principles: communication, leadership, stakeholder engagement
- Overview of change management models (Kotter, ADKAR)
- The change curve and emotional responses
- Role and characteristics of a change agent
- Benefits of effective change management

Day 2: Understanding Organisational Change

- Types of change: developmental, transitional, transformational
- Internal and external drivers of change
- Organisational culture and change readiness
- Tools for assessing change readiness
- Case studies: successful and failed change initiatives
- Barriers to change: resistance, lack of resources

Day 3: Stakeholder Analysis and Engagement

- Stakeholder identification and mapping
- Stakeholder analysis matrix (power/interest grid)
- Communication strategies for different stakeholder groups
- Building trust and buy-in
- Handling difficult stakeholders
- Practical exercise: stakeholder engagement plan

Day 4: Communication and Change

- Principles of effective change communication
- Components of a communication plan: audience, message, channel, timing
- Tailoring messages for different audiences
- Two-way communication: feedback mechanisms
- Overcoming communication barriers
- Role-play: communicating change to teams

Day 5: Managing Resistance to Change

- Understanding resistance: psychological and organisational factors
- Strategies to address resistance: education, participation, support
- Building resilience in teams
- Coaching and mentoring during change
- Dealing with conflict arising from change
- Case study analysis: overcoming resistance

Day 6: Implementing and Sustaining Change

- Steps in implementing change: planning, piloting, rolling out
- Metrics and KPIs for change success
- Continuous improvement and feedback loops
- Reinforcing change through rewards and recognition
- Sustaining change: avoiding backsliding

- Lessons learned and knowledge management

Day 7: Integration and Practical Application

- Group project: develop a change management plan for a given scenario
- Peer review and feedback
- Presentation of change plans
- Role of the change agent in the South African context
- Action planning for personal application
- Course review and assessment

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	11 Aug 2026	On-Campus	Lagos, Nigeria
04 Aug 2026	12 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	13 Aug 2026	On-Campus	Mauritius
06 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
07 Aug 2026	17 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	18 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	19 Aug 2026	On-Campus	Mauritius

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 115407) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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