

LEADERSHIP & MANAGEMENT | COURSE BROCHURE

# Change Agility and Personal Effectiveness

5 days | Classroom training | English

**SMART HORIZON**

info@smart-horizon.eu
Amsterdam
The Netherlands

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https://smart-horizon.eu



# Course content

## Why attend

Constant change demands people who adapt quickly, learn continuously and stay productive. This course helps professionals strengthen personal change agility: understanding their reactions to change, managing priorities when plans shift, learning new skills fast, working effectively with others through change and maintaining wellbeing.

Change is now the normal state of work. You will learn practical habits that help you stay effective and influential whatever changes come.

## Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

## Course methodology

Self-assessments, reflective exercises, productivity techniques practice, peer discussions and personal action planning.

## Course objectives

By the end of this course, participants will be able to:
• Understand personal reactions to change
• Build a growth and learning mindset
• Manage priorities in shifting environments
• Learn new skills quickly
• Collaborate and influence during change
• Protect wellbeing while adapting

## Target audience

This course is suitable for:
• Professionals at all levels
• Team leaders
• Employees in organisations undergoing change
• Project team members
• High-potential staff



# Course content

## Target competencies

Participants will develop competencies in:

- Adaptability
- Learning agility
- Prioritisation
- Collaboration
- Self-management

## Course outline

### Day 1: Understanding Change

| | |
|---|---|
| **09:00–10:08** | The change curve |
| **10:08–11:00** | Personal change profile |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Personal change profile (continued) |
| **11:45–12:53** | Control and influence |
| **12:53–14:00** | Exercise: change reflection |

### Day 2: Mindset

| | |
|---|---|
| **09:00–10:08** | Growth mindset |
| **10:08–11:00** | Reframing setbacks |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Reframing setbacks (continued) |
| **11:45–12:53** | Curiosity and learning |
| **12:53–14:00** | Practice |

### Day 3: Effectiveness in Shifting Priorities

| | |
|---|---|
| **09:00–10:08** | Prioritisation methods |
| **10:08–11:00** | Focus and time |
| **11:00–11:30** | **Coffee break** |



# Course content

| | |
|---|---|
| **11:30–11:45** | Focus and time (continued) |
| **11:45–12:53** | Managing interruptions |
| **12:53–14:00** | Workshop |

## Day 4: Working with Others

| | |
|---|---|
| **09:00–10:08** | Supporting colleagues |
| **10:08–11:00** | Influencing during change |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Influencing during change (continued) |
| **11:45–12:53** | Communication |
| **12:53–14:00** | Role play |

## Day 5: Sustainable Effectiveness

| | |
|---|---|
| **09:00–10:08** | Energy and wellbeing |
| **10:08–11:00** | Learning plans |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Learning plans (continued) |
| **11:45–12:53** | Personal action plan |
| **12:53–14:00** | Peer commitments |

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



# Course content

## Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Barcelona<br>Confirmed dates | 9 Nov 2026 | 13 Nov 2026 | **€2,840.–** |
| Online<br>Confirmed dates | 9 Nov 2026 | 13 Nov 2026 | **€1,250.–** |
| Rome<br>Confirmed dates | 23 Nov 2026 | 27 Nov 2026 | **€2,450.–** |
| Online<br>Confirmed dates | 23 Nov 2026 | 27 Nov 2026 | **€1,250.–** |
| London<br>Confirmed dates | 14 Dec 2026 | 18 Dec 2026 | **€2,450.–** |
| Online<br>Confirmed dates | 14 Dec 2026 | 18 Dec 2026 | **€1,250.–** |
| Cape Town<br>Confirmed dates | 18 Jan 2027 | 22 Jan 2027 | **€1,890.–** |
| Online<br>Confirmed dates | 18 Jan 2027 | 22 Jan 2027 | **€1,250.–** |
| Barcelona<br>Confirmed dates | 8 Feb 2027 | 12 Feb 2027 | **€2,840.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Online<br>Confirmed dates | 8 Feb 2027 | 12 Feb 2027 | **€1,250.–** |
| Dubai<br>Confirmed dates | 1 Mar 2027 | 5 Mar 2027 | **€3,150.–** |
| Online<br>Confirmed dates | 1 Mar 2027 | 5 Mar 2027 | **€1,250.–** |
| Amsterdam<br>Confirmed dates | 15 Mar 2027 | 19 Mar 2027 | **€2,540.–** |
| Online<br>Confirmed dates | 15 Mar 2027 | 19 Mar 2027 | **€1,250.–** |
| Vienna<br>Confirmed dates | 5 Apr 2027 | 9 Apr 2027 | **€2,940.–** |
| Online<br>Confirmed dates | 5 Apr 2027 | 9 Apr 2027 | **€1,250.–** |
| Frankfurt<br>Confirmed dates | 26 Apr 2027 | 30 Apr 2027 | **€2,650.–** |
| Online<br>Confirmed dates | 26 Apr 2027 | 30 Apr 2027 | **€1,250.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Paris<br>Confirmed dates | 17 May 2027 | 21 May 2027 | **€2,860.–** |
| Online<br>Confirmed dates | 17 May 2027 | 21 May 2027 | **€1,250.–** |
| Rome<br>Confirmed dates | 7 Jun 2027 | 11 Jun 2027 | **€2,450.–** |
| Online<br>Confirmed dates | 7 Jun 2027 | 11 Jun 2027 | **€1,250.–** |
| Vienna<br>Confirmed dates | 21 Jun 2027 | 25 Jun 2027 | **€2,940.–** |
| Online<br>Confirmed dates | 21 Jun 2027 | 25 Jun 2027 | **€1,250.–** |
| Kuala Lumpur<br>Confirmed dates | 12 Jul 2027 | 16 Jul 2027 | **€1,450.–** |
| Online<br>Confirmed dates | 12 Jul 2027 | 16 Jul 2027 | **€1,250.–** |
| Dubai<br>Confirmed dates | 2 Aug 2027 | 6 Aug 2027 | **€3,150.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Online<br>Confirmed dates | 2 Aug 2027 | 6 Aug 2027 | **€1,250.-** |
| Cape Town<br>Confirmed dates | 23 Aug 2027 | 27 Aug 2027 | **€1,890.-** |
| Online<br>Confirmed dates | 23 Aug 2027 | 27 Aug 2027 | **€1,250.-** |
| Rome<br>Confirmed dates | 13 Sept 2027 | 17 Sept 2027 | **€2,450.-** |
| Online<br>Confirmed dates | 13 Sept 2027 | 17 Sept 2027 | **€1,250.-** |
| Istanbul<br>Confirmed dates | 27 Sept 2027 | 1 Oct 2027 | **€2,650.-** |
| Online<br>Confirmed dates | 27 Sept 2027 | 1 Oct 2027 | **€1,250.-** |
| London<br>Confirmed dates | 18 Oct 2027 | 22 Oct 2027 | **€2,450.-** |
| Online<br>Confirmed dates | 18 Oct 2027 | 22 Oct 2027 | **€1,250.-** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Dubai<br>Confirmed dates | 8 Nov 2027 | 12 Nov 2027 | **€3,150.-** |
| Online<br>Confirmed dates | 8 Nov 2027 | 12 Nov 2027 | **€1,250.-** |
| Cape Town<br>Confirmed dates | 29 Nov 2027 | 3 Dec 2027 | **€1,890.-** |
| Online<br>Confirmed dates | 29 Nov 2027 | 3 Dec 2027 | **€1,250.-** |

## Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

## Contact Smart Horizon

info@smart-horizon.eu
Amsterdam
The Netherlands

View the latest course details online