

HUMAN RESOURCES | COURSE BROCHURE

Change Management for HR

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

This course equips HR professionals with essential change management skills, focusing on strategies to effectively lead organisational transformations. Participants will learn to diagnose change needs, engage stakeholders, and implement frameworks that foster a resilient workforce during transitions.

HR professionals often face significant challenges during organisational changes, such as employee resistance, communication breakdowns, and a lack of clarity regarding new roles and expectations. These issues can lead to decreased morale and productivity, ultimately impacting the organisation's success. Understanding change management principles is crucial for HR to facilitate smoother transitions, ensuring that employees feel supported and engaged throughout the process. This course addresses these specific challenges, providing HR professionals with the tools necessary to navigate complex change scenarios effectively and to foster a culture of adaptability within their organisations. Participants will also learn to assess the readiness of their workforce for change, enabling proactive strategies that mitigate resistance and enhance engagement.
Participants will develop practical skills in diagnosing change requirements, designing effective communication strategies, and implementing change initiatives that resonate with employees. By engaging in hands-on exercises, they will practice crafting stakeholder engagement plans and evaluating the impact of change initiatives on performance and morale. This course emphasises real-world applications, enabling HR professionals to apply learned strategies to their workplace challenges. Additionally, participants will explore how to measure the success of change initiatives through feedback and performance metrics, ensuring continuous improvement. Ultimately, they will leave with a comprehensive understanding of how to lead change effectively, ensuring that their organisations can thrive in an ever-evolving business landscape.

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

The course employs a blend of interactive workshops, case studies, and role-playing exercises to enhance participant engagement and learning. Each day includes practical scenarios that reflect real-world HR challenges, allowing participants to apply change management frameworks and tools. Outputs include change management plans, stakeholder engagement strategies, and communication templates, providing tangible resources for immediate application in their roles.
Participants will also engage in group discussions to share insights and experiences, further solidifying their understanding of the material and fostering a collaborative learning environment. This approach ensures that participants not only learn theoretical concepts but also gain practical experience in applying them effectively.



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Course objectives

By the end of this course, participants will be able to:
• Analyse organisational change needs to identify key areas for intervention.
• Design a stakeholder engagement plan that addresses potential resistance to change.
• Assess the impact of change initiatives on employee performance and morale.
• Construct a communication strategy that effectively conveys change objectives to all employees.
• Prioritise change management activities based on organisational goals and employee feedback.
• Justify the selection of specific change management frameworks for different scenarios.
• Evaluate the effectiveness of change initiatives through feedback and performance metrics.

Target audience

This course is suitable for:
• HR Managers responsible for leading change initiatives.
• Change Management Specialists focusing on organisational development.
• Talent Development Professionals involved in training during transitions.
• Employee Relations Officers managing workforce concerns during change.

Target competencies

Participants will develop competencies in:
• Diagnosing organisational change requirements effectively.
• Engaging stakeholders to foster support for change initiatives.
• Communicating change objectives clearly and persuasively.
• Implementing change management frameworks tailored to organisational needs.
• Evaluating change impact on employee engagement and productivity.
• Facilitating training and support for employees during transitions.

Course outline

Day 1: Understanding Change Management Fundamentals

Applied activity: Participants will analyse a fictional case study of an organisation undergoing a major restructuring. They will identify key change management challenges, such as communication gaps and employee resistance, and propose initial strategies to address them effectively, including potential training needs and communication plans.
Output: A summary report outlining identified challenges and proposed strategies for managing change.

09:00–09:54	Define change management and its significance in HR practice.



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09:54–10:48	Explore common types of organisational change, including mergers and restructures.
10:48–11:00	Identify the role of HR in managing change and supporting employees.
11:00–11:30	**Coffee break**
11:30–12:12	Identify the role of HR in managing change and supporting employees. (continued)
12:12–13:06	Discuss the psychological impact of change on employee behaviour and performance.
13:06–14:00	Examine various change management models and frameworks, such as Kotter's 8-Step Process.

Day 2: Stakeholder Engagement and Communication Strategies

Applied activity: Working in groups, participants will create a stakeholder engagement plan for the fictional case study, addressing potential resistance and outlining communication strategies to ensure stakeholder buy-in. They will also identify key messages and channels for effective communication.
Output: A comprehensive stakeholder engagement plan detailing strategies and communication approaches.

09:00–09:54	Identify key stakeholders in change initiatives and their interests.
09:54–10:48	Assess stakeholder attitudes towards change and potential resistance factors.
10:48–11:00	Develop engagement strategies to address resistance and build support.
11:00–11:30	**Coffee break**
11:30–12:12	Develop engagement strategies to address resistance and build support. (continued)
12:12–13:06	Craft effective communication messages tailored to different audiences.
13:06–14:00	Evaluate communication channels for disseminating change information effectively.

Day 3: Implementing Change Initiatives

Applied activity: Participants will create an implementation plan for their stakeholder engagement strategies, detailing timelines, responsibilities, and resources needed to ensure successful execution. They will also consider potential barriers to implementation and strategies to overcome them.
Output: An implementation plan for the change initiative, including timelines and resource allocations.

09:00–09:54	Plan the implementation of change initiatives using a structured approach and timeline.
09:54–10:48	Utilise tools for monitoring change progress and identifying obstacles.
10:48–11:00	Identify and mitigate risks associated with change initiatives through proactive planning.
11:00–11:30	**Coffee break**



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11:30–12:12	Identify and mitigate risks associated with change initiatives through proactive planning. (continued)
12:12–13:06	Foster a culture of adaptability and resilience within the organisation during transitions.
13:06–14:00	Develop training programmes to support employees in adapting to change.

Day 4: Evaluating Change Impact

Applied activity: Participants will design a feedback survey for employees to assess the impact of the change initiative, including key metrics to evaluate success and areas for improvement. They will also outline how to analyse the feedback collected.
Output: A feedback survey template for evaluating the impact of change initiatives.

09:00–09:54	Establish metrics for measuring the effectiveness of change initiatives on performance.
09:54–10:48	Collect and analyse feedback from employees post-change to gauge impact.
10:48–11:00	Assess the impact of change on organisational culture and employee engagement.
11:00–11:30	**Coffee break**
11:30–12:12	Assess the impact of change on organisational culture and employee engagement. (continued)
12:12–13:06	Identify areas for improvement in future change initiatives based on evaluation results.
13:06–14:00	Communicate evaluation findings to stakeholders to ensure transparency and accountability.

Day 5: Integrated Change Management Practice

Applied activity: In teams, participants will develop and present a complete change management strategy for the fictional case study, integrating all elements learned throughout the course and addressing potential challenges. They will also receive peer feedback to refine their strategies.
Output: A comprehensive change management strategy presentation, including feedback from peers.

09:00–09:54	Synthesize knowledge from previous days to create a comprehensive change management strategy.
09:54–10:48	Role-play scenarios to practice stakeholder engagement and effective communication.
10:48–11:00	Develop a change management toolkit for future initiatives, including templates and guidelines.
11:00–11:30	**Coffee break**
11:30–12:12	Develop a change management toolkit for future initiatives, including templates and guidelines. (continued)



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12:12–13:06	Discuss lessons learned from the course and their application in real-world scenarios.
13:06–14:00	Present change management strategies to peers for feedback and refinement.

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.

Dates, venues and fees

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

Venue	Start date	End date	Fee (EUR)
Istanbul Confirmed dates	16 Nov 2026	20 Nov 2026	**€2,650.-**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.-**
Cape Town Confirmed dates	30 Nov 2026	4 Dec 2026	**€1,890.-**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**€1,250.-**
Amsterdam Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,540.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**
Singapore Confirmed dates	14 Dec 2026	18 Dec 2026	**€2,820.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.–**
London Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,450.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.–**
Dubai Confirmed dates	18 Jan 2027	22 Jan 2027	**€3,150.–**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.–**
Frankfurt Confirmed dates	1 Feb 2027	5 Feb 2027	**€2,650.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,450.–**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	1 Mar 2027	5 Mar 2027	**€2,860.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,250.–**
Rome Confirmed dates	8 Mar 2027	12 Mar 2027	**€2,450.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Istanbul Confirmed dates	15 Mar 2027	19 Mar 2027	**€2,650.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.–**
Amsterdam Confirmed dates	5 Apr 2027	9 Apr 2027	**€2,540.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,250.–**
Singapore Confirmed dates	19 Apr 2027	23 Apr 2027	**€2,820.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.-**
Barcelona Confirmed dates	26 Apr 2027	30 Apr 2027	**€2,840.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.-**
London Confirmed dates	3 May 2027	7 May 2027	**€2,450.-**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.-**
Dubai Confirmed dates	17 May 2027	21 May 2027	**€3,150.-**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.-**
Frankfurt Confirmed dates	7 Jun 2027	11 Jun 2027	**€2,650.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Kuala Lumpur Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,450.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.-**
Cape Town Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,890.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,250.-**
Paris Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,860.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Istanbul Confirmed dates	19 Jul 2027	23 Jul 2027	**€2,650.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.-**
Amsterdam Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,540.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
Singapore Confirmed dates	16 Aug 2027	20 Aug 2027	**€2,820.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**
Rome Confirmed dates	30 Aug 2027	3 Sept 2027	**€2,450.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
London Confirmed dates	6 Sept 2027	10 Sept 2027	**€2,450.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
Dubai Confirmed dates	20 Sept 2027	24 Sept 2027	**€3,150.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Frankfurt Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,650.–**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,450.–**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,250.–**
Paris Confirmed dates	1 Nov 2027	5 Nov 2027	**€2,860.–**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.–**
Vienna Confirmed dates	8 Nov 2027	12 Nov 2027	**€2,940.–**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.–**
Istanbul Confirmed dates	15 Nov 2027	19 Nov 2027	**€2,650.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Amsterdam Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,540.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**
Singapore Confirmed dates	13 Dec 2027	17 Dec 2027	**€2,820.-**
Online Confirmed dates	13 Dec 2027	17 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

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View the latest course details online