

State of Colorado Change Management Certificate Program

To be successful in today's workforce requires one to be able to manage change successfully. This requires upfront planning by analyzing desired outcomes and key stakeholders, as well as specifying the communication and an action strategy. A key to managing change is learning to assess your own resistance and the resistance of others to change and creating the optimal environment to ensure a successful change effort. To ensure state employees are ready to meet the challenge of managing change successfully, we have created the state's **Change Management Certificate** which will enable participants to learn these skills and the phases of implementing a successful change. After completing the program, participants will be able to utilize strategies for improving personal resilience, have the necessary skills to successfully manage change on a personal and organizational level, and be able to effectively facilitate and manage change in the state's culture. The Program consists of four (4) required classes. **Participants are required to complete the four (4) courses within 12 months in order to receive the certificate.** Classes are scheduled bimonthly and quarterly and are open to any state employee.

Required Core Classes for the State Change Management Program

Change Anything (Individual Change)

This one-day individual change class is designed to teach class participants to recognize the personal, social, and environmental forces of influence currently working against them and then turn those forces in their favor. Participants will learn how to diagnose what's keeping them stuck in the status quo, create change plans that lead to desirable and lasting results, and translate performance feedback into action; additionally, the change model taught in Change Anything training can be used by any individual struggling to change a bad habit or looking to improve performance. Finally, successful class participants will leave with a systematic process for changing their behavior and likely experience new levels of productivity, engagement, and success.

Leading Organizational Change

This one-day class will help participants recognize the impact change may have on stakeholders, enable the most healthy responses to change, identify the forces behind organizational change and describe the implications for the organization, learn strategies for developing resilience to change, and develop an action plan for guiding select stakeholders through the change process.

Fundamentals of Change Management

This one day workshop will give any leader tools to implement changes more smoothly and to have those changes better accepted. This workshop will also give all participants an understanding of how change is implemented and some tools for managing their reactions to change.

Managing and Implementing Change in State Culture

This one-day class covers common-sense approaches for managing change and sustaining growth of a Lean culture, facilitation in Lean organizations, meeting management strategies, and a best practice facilitation model. Class participants will learn to increase collaboration, create consensus, and gain hands-on experience with conflict management techniques. Finally, successful class participants will walk away with facilitation tools and techniques that will enable them to facilitate the change process and address common change situations.