



The workplace think tank.

# The Change Cycle™

## Course Offerings

To help organizations, managers, and individuals better adapt to change, iwin is now certified to offer trainings on The Change Cycle™. This training focuses on an individuals' ability to handle their personal and professional needs during change by understanding the 6 stages of The Change Cycle™. The trainings help participants gain knowledge and practical skills on dealing with change to benefit the individual and have a positive impact on communication issues within the organization. There are a variety of training formats available.

Description	Length	Outcomes
<b>First Things First, Managers</b> <i>Managing Self &amp; Managing Others focus</i> <i>See detailed description on pages 2 &amp; 3</i>	1 Day Training 2 Day Training 4 hours	Moderate Skill Building In-depth Skill Building Light Skill Building
<b>Change@Work</b> <i>Managing Self Focus</i> <i>See detailed description on pages 4 &amp; 5</i>	1 Day Training 4 hours	Moderate Skill Building Light Skill Building
<b>Overview</b> <i>Time Changes All Things</i> <i>See detailed description on page 6</i>	60 minutes	Awareness

Interested in having iwin conduct a training?

Call Meredith Wells-Lepley, Director of Research at 859.323.0583 or

email: [meredith.lepley@uky.edu](mailto:meredith.lepley@uky.edu)

Managers in this course will learn techniques and strategies to assist them in balancing their personal issues and those of their co-workers within a changing environment. Managers in today's workplace do *double duty* when it comes to change. They are expected to embrace the changes that the organization is initiating and to lead their co-workers through often turbulent or confusing times. This training provides processes and skills by utilizing The Change Cycle™ as the guide for recognizing inherent land mines in the change experience. This will equip managers to know where their work unit is in the process and how to use the right strategy at the right time. Being able to identify where each person is in The Change Cycle™ provides the manager with the information necessary to lead effectively, increase productivity and minimize change anxiety.

### Benefits

Managers, supervisors and/or executives will learn skills to:

- Identify the 6 stages of The Change Cycle™ and how they affect us at the mental, emotional and behavioral levels
- Assess where in The Change Cycle™ their work unit is concerning an organizational issue by utilizing data from The Locator™ Assessment Profile
- Differentiate between proactive and reactive change situations and understand the best skills to use for successful personal and organizational change
- Implement specific management success strategies for each stage of The Change Cycle™
- Identify their own leadership and management style strengths and how they relate to the management style needed in each stage

### Goals for this Training

- For managers to:
  - gain perspective on their own thoughts, feelings and behaviors in changing environments
  - be proficient at knowing how to do the right management practice at the right time to create positive impact
  - gain awareness about their own leadership style and how it impacts the management of others through The Change Cycle™
  - utilize the tools to develop a detailed action plan using the Successful Change Strategies designed for each of the six stages of The Change Cycle™
  - become proficient at identifying what stage of The Change Cycle™ they are in, as well as others, and what interventions would be most useful

## The Design of the First Things First Format

This is best as a two day format. Day 1 is managing self. Day 2 managing others.\*

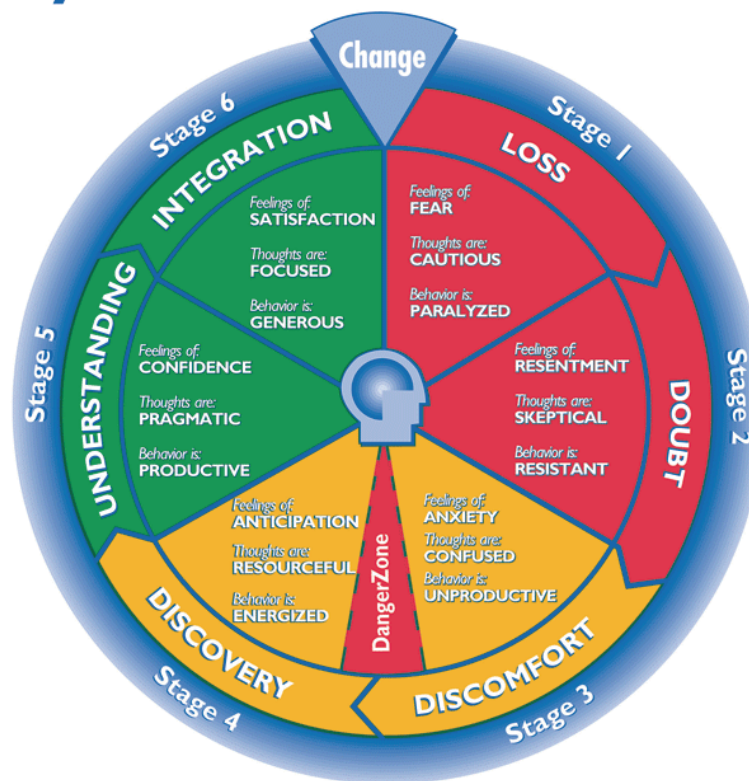
### The materials for this training include:

- Manager's Guide that includes two modules, Managing Self and Managing Others
- The Locator™ Assessment Profile
- The Change Cycle™ Color Model (8" x 11" and 4" x 5")

### The layout of the training includes the following for each of the 6 stages:

- The principles that need to be followed for managing tasks, results and people
- The best management styles for each stage
- Success strategies for dealing with tasks and people while in transition
- Team assignments to experience working on the details of implementing the success strategies

\*Note: This can also be taught in a one day session or shorter. The shorter the sessions, the less emphasis on skill building.



This workshop blends the needs and perspectives of the individual with the objectives and focus of the organization. By understanding the 6 stages of The Change Cycle™, each participant will gain knowledge and practical skills that can be used to enhance personal and organizational communication. Participants will learn how to pinpoint exactly where they are in The Change Cycle™ and how to use personal skills to manage each of the stages. Through facilitated communication, the group identifies change issues and strategies for solution finding using The Change Cycle™ as a road map.

### **Benefits**

Participants will learn skills to:

- Identify the 6 stages of The Change Cycle™ and how they affect us at the mental, emotional and behavioral levels
- Pinpoint what stage of The Change Cycle™ they are in in relation to a specific change
- Differentiate between proactive and reactive change situations within the organization and develop communication strategies to assist the change process
- Work together on solutions for organizational issues that arise in each stage of The Change Cycle™
- Assist themselves in relating to others by sharing a common experience and being able to apply learned concepts within the organizational framework

### **Goals for this Training**

- For organizations to receive timely, accurate and specific information about the questions, concerns, and issues affecting their changing environment.
- For participants to:
  - gain insight into the ways The Change Cycle™ can assist their work group and/or the entire organization during times of change
  - have an opportunity to work on a specific change from both a personal and organizational perspective
  - easily identify within the training, what their next steps are
  - develop at least 7 personal skills that they can use to move through the six stages of The Change Cycle™
  - easily articulate the concepts and usefulness of The Change Cycle™ as a life skill tool and therefore be able to communicate to others about it
  - have tools, via our product line, for their continued use and to reinforce the concepts they learn

Change@Work continued...

**This format is a one day training.\***

**The structure of the training includes:**

- The Profile of each stage to gain perspective and understanding
- Teaching one personal change skill per stage
- A team activity to uncover the organizational implications during each stage

**The materials for this training include:**

- Participant's Guide
- The Locator™ Assessment Profile
- The Change Cycle™ Color Model (8" x 11" and 4" x 5")

\*Note: This can also be taught in a four hour session with less emphasis on skill building.

## Overview: Time Changes All Things

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Life is a messy, mysterious, eventually fatal business, yet we must accept and understand that, like it or not, change affects all of us and somehow we go on. This high level workshop provides awareness and insight into The Change Cycle™ which is designed to provide participants with guidance to effectively deal with change in both their personal and professional lives.

Participants will receive an overview of The Change Cycle™ and pinpoint what stage they are in for a change they are personally experiencing by using The Locator™ Assessment Profile. They will also gain insight into the ways The Change Cycle™ can assist their work group and/or entire organization during times of change.

### Benefits

Participants will:

- Gain an awareness of The Change Cycle™ and its six stages
- Pinpoint what stage of The Change Cycle™ they are in in relation to a specific change they are experiencing
- Determine if they are interested in learning how to build skills to effectively deal with and/or manage change

**The length of this workshop is 60 minutes.**

### The workshop includes:

- Introduction and the Change Activity
- Definition of change
- The Locator™ Assessment Profile
- Overview of The Change Cycle™
- Questions, comments, issues, and answers