

MANAGING CHANGE IN THE WORKPLACE

“Empowering Leaders and Teams to Navigate Change with Confidence”

Schedule

Date	Venue	Fees (Face-to-Face)
25 – 26 Feb 2026	Kuwait	USD 1,995 per delegate
04 – 05 Mar 2026	Doha, Qatar	USD 1,995 per delegate

► Available delivery methods: Face-to-Face & Online Training

Introduction

Change is inevitable in today’s fast-evolving business environment. Whether driven by technology, restructuring, market demands, or organizational strategy, change can either be a risk or an opportunity—depending on how it’s managed. Many change initiatives fail not due to poor strategy, but due to poor execution, lack of communication, and resistance from employees.

This practical two-day course equips professionals with essential skills and frameworks to effectively lead and manage change within the workplace. From understanding human reactions to change to developing communication strategies and gaining stakeholder support, participants will leave confident in guiding teams through transition periods with clarity and control.

Objectives

- By the end of this course, participants will be able to:
- Understand the psychology of change and why people resist it
 - Apply structured change management models (e.g., Kotter, ADKAR)
 - Develop a step-by-step change plan tailored to organizational needs
 - Communicate change effectively to different audiences
 - Minimize disruption and build resilience in changing environments

Why Attend

- Build the confidence to lead or support change initiatives
- Learn how to manage resistance constructively
- Improve communication and engagement strategies
- Apply proven tools to assess readiness and plan transitions
- Equip your team to adapt to continuous change

Target Audience

This program is designed for:

- Managers, team leaders, and supervisors involved in organizational change
- HR and L&D professionals supporting transformation initiatives
- Project and program managers responsible for delivering change
- Internal communications and stakeholder engagement professionals
- Anyone affected by or facilitating workplace transitions

Individual Benefits

Key competencies that will be developed include:

- Change readiness and adaptability
- Stakeholder engagement and communication
- Emotional intelligence and team support
- Strategic thinking in times of transition
- Implementation of structured change frameworks

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Increased capability to lead successful change initiatives
- Reduced resistance and improved employee buy-in
- Stronger alignment of people, processes, and strategy
- More resilient teams that respond positively to change
- Enhanced internal communication and trust during transformation

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Key concepts in change theory, models, and leadership
- Case Studies – Real examples of successful and failed change efforts
- Workshops – Group activities to develop change plans and messaging
- Peer Exchange – Discussions on shared experiences and challenges
- Tools – Change readiness assessments, communication templates, and stakeholder maps

Course Outline

Detailed 2-Day Course Outline

Training Hours: 07:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Understanding Change and Building a Foundation

- Module 1: The Nature of Change in Today’s Workplace (07:30 – 09:30) • Drivers and types of organizational change • Common emotional reactions and resistance patterns • Impacts of poorly managed change
- Module 2: Change Management Frameworks (09:45 – 11:15) • Overview of ADKAR, Kotter’s 8 Steps, and Lewin’s model • Choosing the right model for your context • Integrating change into project planning
- Module 3: Leading Through Change (11:30 – 01:00) • The leader’s role in influencing change • Coaching, supporting, and guiding teams • Managing your own mindset during change
- Module 4: Stakeholder Identification and Engagement (02:00 – 03:30) • Mapping influence and interest • Tailoring messages to different audiences • Building coalitions and internal champions

Day 2: Planning, Communicating, and Sustaining Change

- Module 1: Developing a Change Management Plan (07:30 – 09:30) • Key components: vision, goals, actions, timeline • Assessing change readiness and capacity • Managing risk and preparing for setbacks
- Module 2: Communication Strategies During Change (09:45 – 11:15) • Crafting clear and consistent messages • Choosing communication channels and timing • Listening, feedback, and transparency
- Module 3: Overcoming Resistance and Building Resilience (11:30 – 01:00) • Root causes of resistance and how to address them • Techniques for boosting resilience and engagement • Supporting teams emotionally and practically
- Module 4: Monitoring and Embedding Change (02:00 – 03:30) • Tracking progress and measuring success • Reinforcement and sustaining behavior change • Celebrating wins and reflecting on lessons learned

Certification

Participants will receive a Certificate of Completion in Managing Change in the Workplace, validating their ability to lead, support, and sustain organizational change initiatives while promoting a positive and resilient work environment.

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