

Change Management Train the Trainer

Change Guides Train the Trainer Objectives

After completion of this option trainers will have the tools and knowledge necessary to present up to one day of change management training to others. This includes these topics:

- Understanding and Planning for Change
- Introduction to the Change Management 101 Model
- Navigating the Change Management Pocket Guide
- Exercises for 3 Tools

Coursework Requirements

Participants with experience as trainers in any discipline or with formal training on how to be a trainer:

- Trainer must attend the Change Guides Change Agent Certification course (either the 3 day course or the 1-Day Remote program)
- Trainer must attend one half of a day of additional training on how to present the materials to others

Participants with no experience as a trainer or formal training on how to be a trainer:

- Trainer must attend the Change Guides Change Agent Certification course (either the 3 day course or the 1-Day Remote program)
- Trainer must attend one full day of additional training on how to present the materials to others

What Will Trainers Get

PDF versions of slides covering:

- Understanding and Planning for Change
- Introduction to the Change Management 101 Model
- Navigating the Change Management Pocket Guide
- Exercises for 3 tools

Hard copy binder of facilitator notes for the following content:

- Understanding and Planning for Change
- Navigating the Change Management Pocket Guide
- Exercises for 3 tools

Access to Change Guides partners for one additional hour of phone or email consulting (in addition to the hour provided in the certification program)

What the Train the Trainer Program costs

- Trainers must pay the Change Agent Certification program cost (generally \$2500 per person, but lower if registered by early registration date or more than one person from an organization attends).
- Trainers must pay an additional amount for the Train the Trainer portion of the training.

Experienced Trainers - an additional \$1000
 Inexperienced Trainers - an additional \$2000

Copyright Discussion

- Trainers can use the PDF slides in any way they choose to train others about Change Management and the Change Guides model
- Trainers can recreate any graphics or slides for their customized use as long as Change Guides is cited as the source of the information

<i>Program/ Attendee</i>	<i>Time Commitment</i>	<i>Cost**</i>
Experienced Trainer	3.5 days*	\$3,500
Inexperienced Trainer	4 days*	\$4,500

** some of the time is self study if participant chooses to attend the remote certification instead of the three day certification*

*** early bird of 10% and multiple participant discounts of 20% may be available*