



## Managing People Through Change

### WHO SHOULD ATTEND

**Managing People Through Change** is for anyone in a leadership or supervisory position. These days, change is almost the only constant in business, and knowing how to pro-actively manage the process of change can make going through change much less stressful and turbulent than it might otherwise be, helping you & your team.

At LearningTalk we believe that the most effective method of personal development is achieved firstly by learning the techniques and then being coached and guided in their practical application.

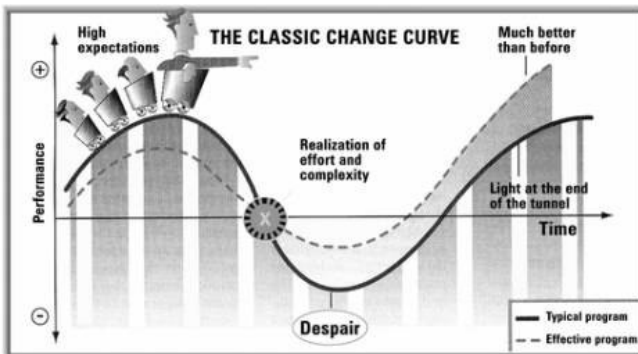
This is why, for 6 months following each course, we offer each participant a **free email follow up consulting service** to help them gain maximum benefit from what was learned and to use their new skills to boost productivity, sales and profit.



In **Managing People Through Change**, we cover key concepts of change, the Change Curve, how change can affect people in different ways – and how to recognise and deal with these differences. We look at great Change Managers, and we finish the day with a practical Do's and Don'ts session, so participants can really apply what they learn back with their own teams.



### Managing People Through Change - Course Outline



What we cover on the course :

- Session 1 - Concepts of Change
- Session 2 - How Can Change Affect You?
- Session 3 - Great Change Managers
- Session 4 - What to Do, and What Not to Do!

### Is your company or organisation going through Change?



- Are you opening new offices, or closing existing ones?
- Are you re-organising departments or reporting structures?
- Are you introducing new processes or ways of doing business?
- Are people changing job roles, through promotions or re-shuffles?
- Are new business opportunities forcing you to learn new skills and do things differently?



If any of the above apply to you or your company, then **Managing People Through Change** will help you gain insights and practical approaches to help minimise the pain and discomfort of change.



## Booking Form – Managing People Through Change

Please complete the details below, and post with a cheque made payable to "LearningTalk Ltd" for the appropriate amount in Euros to : LearningTalk, 35 Weston Meadow, Weston Park, Lucan, County Dublin. All remittances will be acknowledged by email.

Call Joe Houghton on 086 384 3670 if you have any questions.

### Details of person booking the course

Your Name

Your Company

Your telephone

*Confirmations will be emailed to this email address, so please check it is correct!*

Your email

### Course Booking Details

Course Managing People Through Change

Date April 7<sup>th</sup> & 8<sup>th</sup> 2004

Number attending

Cost per person €800

*Please list the names of each delegate e.g. John Smith, Mary Malone so we can print name badges etc.*

Delegate Name(s)

*If you have any specific requirements or needs, such as dietary restrictions, disability issues etc., please make a note below so we can ensure the best possible experience for you on our course. All efforts will be made to facilitate such requests.*

Special instructions

*Number attending x Cost in EURO per person. N.B. - There is NO VAT chargeable on Training Courses*

Total Remittance

**If you are happy with the details as shown, please print this page and send it off with your cheque.**

#### The Small Print

##### Substitutions

- Customers are free to substitute attendees at any time up to the start of a course - however, in order for LearningTalk to be able to prepare training materials, please notify us of such changes as early as possible.
- If a substitution is requested where the original attendee has gained a discount on the course fee, this must be agreed in writing with LearningTalk prior to the course. In the event that such a substitution is made without such agreement, LearningTalk reserve the right to charge the full price for the substitute's participation on the course.

##### Cancellations (these must be received in writing or by email):

- Full refund for cancellations received by LearningTalk up to 14 days prior to the first day of the course
- 20% charge for cancellations received by LearningTalk between 13 & 5 days prior to the first day of the course
- 50% charge for cancellations received by LearningTalk 4 days or less prior to the first day of the course
- In the event of LearningTalk having to cancel a course, full refunds of all monies received will be made, with discounts on rescheduled course dates offered to participants.