



This course prepares you for the exam leading to the Change Management Practitioner Certification and the Registered Change Management Professional designation through APMG International.

LEARNING OUTCOMES: Building on the essentials covered during the Foundation course, participants will learn how to:

- Identify organizational drivers of a change initiative and the links with governance structures
- Apply an appropriate process framework to help plan and understand organizational change
- Use a range of organization paradigms to understand, support and sustain change processes, while amalgamating the change initiative with the culture of the organization
- Establish a clear framework of roles, skills and actions through which leaders from different levels can support and sustain the change process
- Build a change team
- Draft and direct the communication plan for the change initiative lifecycle
- Develop a proactive strategy to manage anticipated resistance
- Help equip people for change
- Recognize signs of resistance to change and implement actions to mitigate it
- Support the identification of and mapping of stakeholders and ensure the development of approaches to build and maintain engagement
- Propose a range of levers by which a change can be sustained and become embedded in the organization

Practitioner Registration Form

COURSE LOCATION:

Month:

REGISTRATION DATE:



First Name:

Last Name:

Email Address:

Organization Name:

State Province:

Job Title:

Zip Postal Code:

Department:

Phone Number:

Division:

Association:

Questions And Comments:

Number Of Expected Students:

REGISTER Directly with Pauline.Melnyk@melnykconsultancy.com or
Telephone: 1-844-417-2915 (1-780-6677398) [Melnyk Consultancy Ltd](http://www.melnykconsultancy.com)



PREREQUISITES

Strong understanding of change management concepts is recommended. In order to take the Practitioner course, participants must successfully pass the APMG International Change Management Foundation exam with a pass rate of 50% or higher.

For more information about the Organizational Change Management Foundation Course and exam, which are prerequisites for this course contact admin@melnykconsultancy.com.

EXAM, CERTIFICATION, DESIGNATION & AWARDS

- The exam is a restricted open-book exam and [*The Effective Change Manager's Handbook*](#) is allowed for reference during the exam. The exam is 2.5 hours in duration. This examination is administered and marked by APMG
- You will attain 12 professional development units (PDUs)
- The program qualifies for ACMP (Association of Change Management Professionals) and CMI (Change Management Institute) credits. Another very exciting component is that if you pass the exam you also qualify for a designation from either [CMI](#), or [ACMP](#). Note: The designation is a separate process, not included with this course offering.

SUPPLEMENTARY COURSE READING & ORGANIZATIONAL CHANGE MANAGEMENT SUPPORT

Materials included with this course provide a very good overview of the concepts and principles, and adequately prepare attendees for the exam. For those seeking to expand their knowledge further, we recommend the following publications, associations and websites:

- [Change Management Institute](#)
- [Change Management Body of Knowledge \(CMBOK\)](#) – Change Management Institute
- Alberta CMP Masterminds – First Tuesday of Month Group Coaching
- [APMG-International](#)

DATES & FEES

Fees do not include applicable tax, which is payable for all events presented in Canada. We must receive payment with your registration. We can't confirm your place until we receive full payment. Fees are charged in the currency specified.

If you are unable to attend the course - up until the time at which the course e-materials have been distributed (approximately 1-2 weeks in advance of the course start date) you can substitute an alternate attendee from your organization at any time at no additional charge.

After the course e-materials have been distributed no substitutions can be made.

Cancellations & Transfers

If you would like to cancel, you must notify us in writing at admin@melnykconsultancy.com. If you cancel less than 15 business days before your course start date, you will be charged a \$250 administration fee.

If you paid the full fee for your course and you cancel before the course e-materials have been distributed you can request a full refund.

If you paid a discounted fee, or paid a fee as part of a special offer, and you cancel before the course e-materials have been distributed, you'll receive a credit for the full amount. The credit can be applied to any purchase from Melnyk Consultancy in the next 6 months.

No Shows

If you do not attend your Public or Virtual course and we have not been notified in advance of the course start date, we cannot provide a refund, credit, substitution or transfer.

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