

# Change Management Workshop

## Agenda Structure

Time	Session	Objectives
09:00 - 09:15	Welcome & Introductions	Set expectations, outline objectives, participant introductions
09:15 - 09:45	Overview of Change Management	Understand fundamentals, importance of change
09:45 - 10:30	Change Models & Frameworks	Explore key models (e.g., ADKAR, Kotter), discuss applications
10:30 - 10:45	Break	
10:45 - 11:30	Stakeholder Engagement	Identify stakeholders, assess impact and strategies
11:30 - 12:15	Communication Strategies	Best practices for effective change communications
12:15 - 13:00	Lunch Break	
13:00 - 14:00	Case Study & Group Activity	Apply concepts to a real-life scenario, group discussion
14:00 - 14:45	Overcoming Resistance	Identify barriers and develop mitigation approaches
14:45 - 15:00	Break	
15:00 - 15:45	Action Planning	Develop individual or team action plans for change
15:45 - 16:00	Wrap-Up & Q/A	Summary, next steps, participant feedback

### Customization Tips

- Adjust session durations to suit your audience.
- Include industry-specific case studies.
- Allocate more time for interactive discussions if needed.

*This is a sample structure. Modify sessions as per your organizational needs.*