



*Reach* **to** *Achieve*  
C O N S U L T I N G

• systems • people • processes

# TRAINING DIRECTORY 2011

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"Improving Business Performance"

*Please contact us with any enquiries in relation to our workshops... and remember we can customise the programs to your specific requirements!*

Office :0894703177

Mob: 0433658031

Email: [info@reachtoachieve.com.au](mailto:info@reachtoachieve.com.au)

Web: [www.reachtoachieve.com.au](http://www.reachtoachieve.com.au)

■ systems

■ people

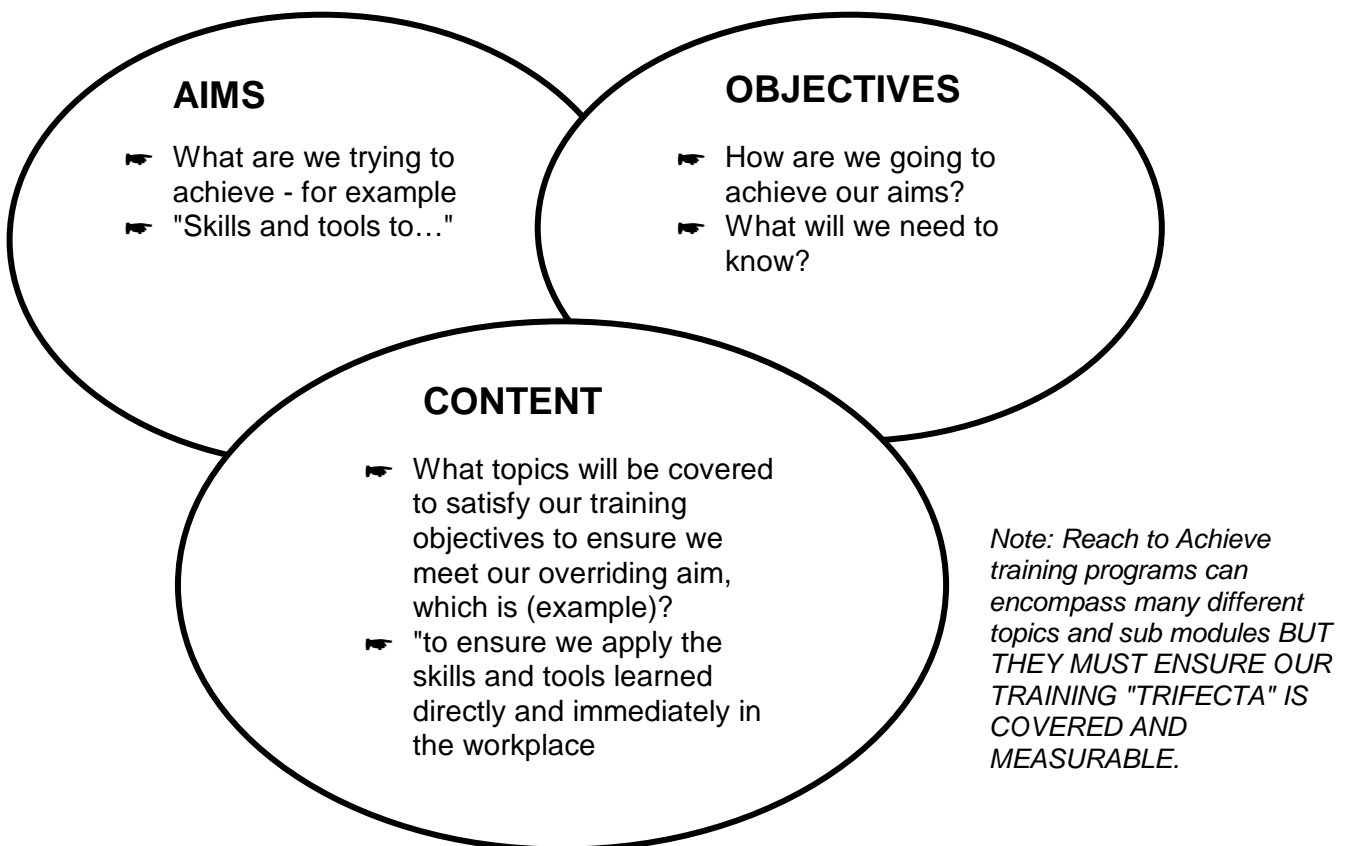
■ processes

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# 1. APPROACH TO TRAINING

## 1.1. The 3 Key Areas To Cover In Training ...



By following the above "TRAINING TRIFECTA" MODEL we will ensure that regardless of topics and participant mix selected we have the best chance of measuring the success of Reach to Achieve Training Programs.

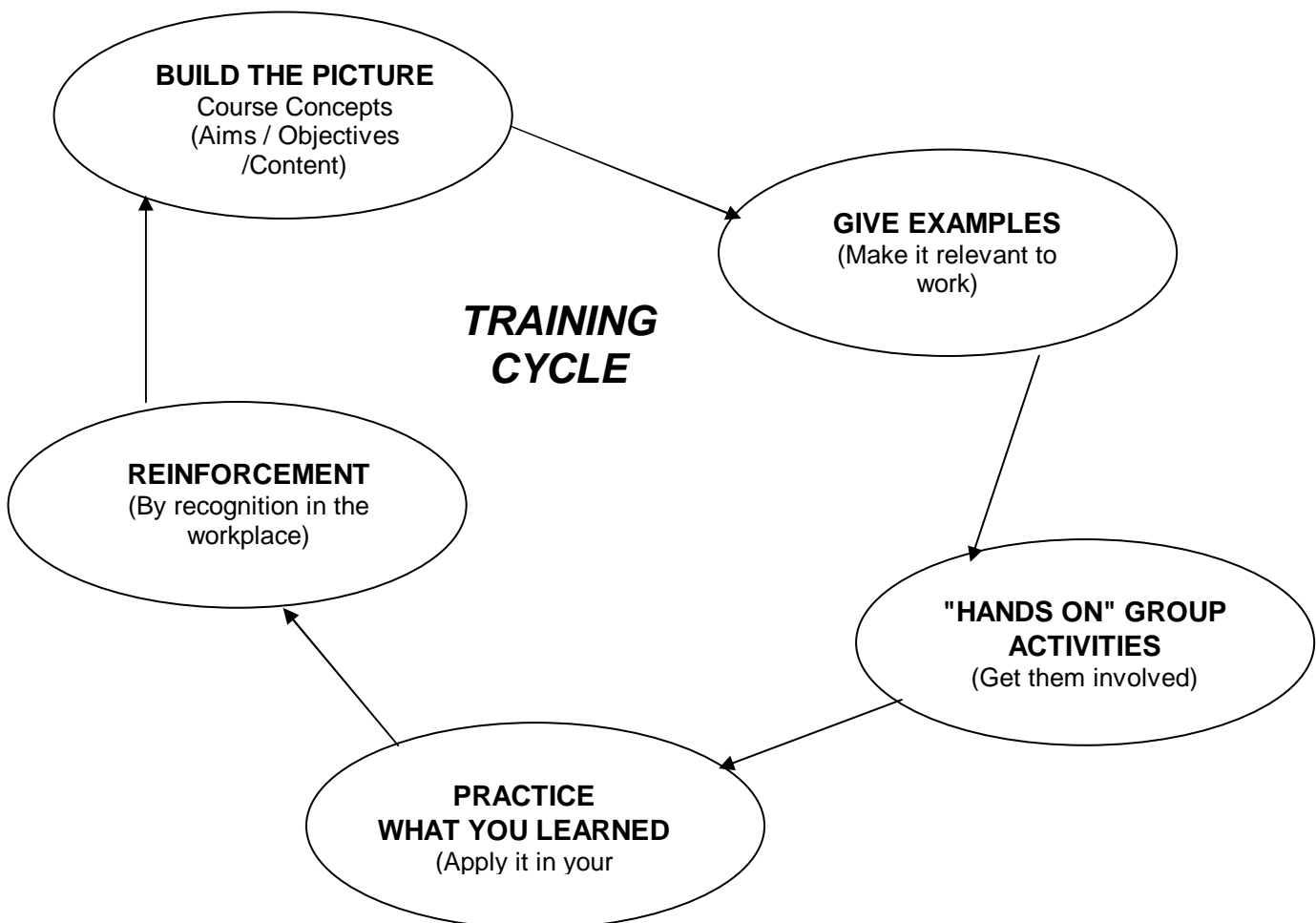
## 1.2. Reach to Achieve Approach to Training

It has to be worth the "FEE"

- ☛ FUN
- ☛ ENTERTAINING
- ☛ ENLIGHTENING

Achieve these; relate it to your workplace and performance improvement will happen.

The interactive group based approach works best for us and has the most immediate impact in the work place. The approach is consistent for all sessions, for all groups. It is best demonstrated as follows:



## 3. CHANGE MANAGEMENT

### 3.1. Managing Organisational Change - 2 Days

#### SESSION AIM:

To present participants with the skills and tools necessary to understand what change is and apply the principles and tools for effective and successful change management programs to their respective businesses

#### SESSION OBJECTIVES:

- Understand what Change is
- Understand the key skills required in addressing change issues in organisations
- Understand how to implement change for measurable business outcomes
- Understand how to break down the perceived barriers (human and physical) that “change programs” invoke in the minds of your staff / management
- Be able to assess your organisation’s need and readiness for change
- Be able to apply an easy use change process model to your organisation to apply mechanisms and principles to overcome resistance to change
- Be able to list the key steps involved in planning for change
- Be able to prepare a strategy and plan for change to communicate and implement desired changes to your organisations’ systems, people and processes
- Be able to apply the tools learned immediately to better manage change in their workplace

#### SESSION CONTENT:

- What is Change and how do we manage it?
- Types and features of effective change?
- Culture and its impact on change
- Perceived barriers and overcoming resistance to change
- YOU as the change agent
- Paradigms - shifting them! and securing commitment to change
- Staying healthy and stress free

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➤ Group Activities Linking The Key Change Management Tools