

APMG Change Management® Foundation and Practitioner



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Getting the most out of your training

Zoom Joining Link

Topic: Change Management Foundation and Practitioner

Time: Apr 28, 2025 09:00 AM London

Every day, 5 occurrence(s)

Join Zoom Meeting

<https://us06web.zoom.us/j/84406115554>

Meeting ID: 844 0611 5554

How to use Zoom Guide

All our courses are run exclusively via Zoom. If you are unfamiliar with Zoom and do not have it downloaded, you can find instructions on how to download and operate it via the link below.

gov-pd.co.uk/event-guide/zoom-guide

Our loyalty discount

This discount entitles attendees to a 20% discount on any future conference/training course being run by GovPD in the next 12 months.

Please quote code **EVENT20** at the start of your booking.

Welcome letter

Dear Delegate,

We look forward to welcoming you to the Change Management Foundation and Practitioner training course with Claudine Peet.

Our APMG accredited Change Management course and qualification is the definitive certification for professionals dealing with organisational change, transition and transformation. Developed in collaboration with the Change Management Institute, the course and qualification are designed to help organisations and their people manage the impact of change and provide techniques to effectively plan and implement successful transformation initiatives.

Based on the Change Management Study Guide the course explore how change affects, and is affected by, individuals, teams, organisations and change leaders, equipping individuals with the knowledge, theories and techniques to:

- Unlock resistance to change
- Provide effective support and motivation to individuals and teams to embrace change
- Draw from a range of professional approaches to implement change smoothly and effectively
- Manage and inform key stakeholders throughout the change process
- Speed up the implementation of change initiatives.

Please ensure you have the Zoom application downloaded onto your chosen device at least 48 hours prior to the event. If you have any troubles with this, please contact Reuben via email or telephone: reuben.carr@pdguk.co.uk or 0330 912 7515.

We hope you have a rewarding and enjoyable week.

Yours Truly,

GovPD

Agenda

Day 1: Introduction to change Management Fundamentals	
Foundation (3 days)	
• Welcome and Introductions • Overview of Change Management v3 Framework • Understanding Organisational Change • Key Roles in Change Management • Theories of Change (e.g., Change Curve, Lewin's Model) • Stakeholder Engagement • Group Exercises and Case Studies • Q&A Session	
Day 2: Planning and Supporting Change	
• Change Impact and Readiness Assessments • Effective Stakeholder Communication • Understanding Resistance to Change • Designing Change Plans • Change Management Tools and Techniques • Practical Group Activities • Foundation Exam Preparation • Q&A Session	
Day 3: Foundation Exam	
• Recap of Foundation Course • Mock Exam and Exam Preparation • Foundation Exam (1 hour) • Debrief of Exam Questions • Introduction to Practitioner Level	
Day 4: Advanced change Management Techniques	
Practitioner (2 days)	
• Review of Foundation Key Concepts • Applying Change Management in Real-World Contexts • Leading and Sustaining Change • Managing Resistance and Stakeholder Influence • Change Leadership and Sponsor Engagement • Case Study Analysis: Advanced Change Scenarios • Practitioner Exam Preparation • Q&A Session	
Day 5: Practitioner Exam	
• Mock Practitioner Exam and Feedback • Exam Techniques and Tips • Practitioner Exam (2.5 hours) • Post-Exam Review • Closing Remarks and Certification Information	

Presenter Biography

Claudine Peet

Claudine started her career in project management, planning events in the hospitality industry before moving into marketing and advertising and software development and then training and consultancy.

During her career, she managed a large number of projects and programmes, delivering products and bringing about transformational change.

She then moved into training and consultancy and specialises in accredited courses offering training in Prince2, MSP, Prince2 Agile, APM, SCRUM, Change Management and Agile PM. She is also a LinkedIn Author and currently has a number of published courses on LinkedIn learning, some of which have been translated into several languages.

She has worked closely with a number of organisations including the Houses of common, Forestry England, Zero Waste Scotland, General Medical Council, Scottish Fire and Rescue, Registers of Scotland, Historic Environment Scotland and a number of Local Authorities, running bespoke workshops and providing strategic level consultancy

She has worked internationally across many industries, both in the public and private sector and is passionate about helping project and programme managers develop their skills to successfully deliver change through projects and programmes.

FAQs

What is Change Management?

The Change Management qualification deals with the effects and management of change and, more importantly, the impact change can have on all organisations. Working with Esther Cameron and Mike Green and building on the concepts in their book Making Sense of Change Management we have developed a qualification to help organisations and their people come to terms with these issues.

The qualification has a Foundation and Practitioner levels which are based on four modules, dealing with the theories of how change impacts on and is affected by:

The Individual
The Team
The Organisation
The Change Leader

You can become certified in Change Management through completing the learning around these and the Foundation and Practitioner exams. For the practitioner level, the book is supplemented with information from the People Alchemy website, an online directory for best practice thinking on a variety of management disciplines.

Who is Change Management Foundation for?

Anyone interested in understanding the basic principles of achieving successful organisational change, transition or transformation.

Team members involved in organisational change, transition or transformation projects. Professionals pursuing the Change Management Practitioner certificate – for which the Change Management Foundation certificate is a prerequisite.

Who is Change Management Practitioner for?

Aspiring or current managers of organisational change, transition or transformation. Those performing key roles in the design, development and delivery of organisational change programmes, including:

- Change Project Managers
- Transformation Managers
- Senior Responsible Owners
- Business Change Managers
- Change Programme Managers
- Operational Line Managers

4. How do I sit the exams?

Accredited Training Organisations (ATOs) usually include the examination as part of their training course – please check with your ATO before booking.

For those who self-study, the exam can be taken anywhere in the world, from the comfort of your home or workplace, with online proctoring. A proctor will access your exam as you take it to monitor the exam environment through your computer's desktop, webcam and microphone.

Once you have booked an exam, you will be given a registration email to schedule an appointment with your live proctor via our Candidate Portal. Our online proctoring system allows you to take your exam anytime as sessions are available 24 hours a day, 7 days a week. For more information, please [click here](#).

APMG also administers a limited number of public exam sessions at some of our regional offices. [Click here](#) for further information and to book an exam.

5. How do I access my digital badge and/or certificate?

You can always access all your electronic certificates and badges via the APMG Candidate Portal. Once you have logged on to the Candidate Portal, click on the 'Badges and Certificates' option from the menu bar at the top of screen. From here you should click on the 'Create Badge/Certificate' button. This will take you to the Credly platform to create an account and download your badge and certificate.

Step-by-step guidance is available to download from the 'Badges and Certificates' area in your Candidate Portal.

Electronic certificates are environmentally friendly, but you can print the certificate yourself at home or work, if required.

If you have any problems with accessing your digital certificate, please contact our Customer Interaction Team – servicedesk@apmg-international.com