

COURSE TITLE	MANAGING CHANGE
COURSE AIM	The word 'change' is often heard in conversations throughout the day. Change is an ongoing process that takes place continuously whether we wish it or not. This course aims at assisting owners/managers and individuals to anticipate and identify change and how to create a strategy for managing change.
COURSE CONTENTS	<ol style="list-style-type: none"> 1. Types of change 2. The human element and change 3. The process of change 4. Change and communication 5. Managing conflict 6. Handling meetings 7. Planning and organizing for change 8. Change strategy
DURATION	15 hours
SCHEDULE	Three times a week, 5.30pm to 8.30pm.
VENUE	At the ETC Training Complex in Hal Far.
INTENDED FOR	This course is designed for individuals/owners of businesses, executives, newly appointed managers and others who work on a dynamic environment and for those who are required to identify organisational change.
FEE	Nil
CERTIFICATION	The Institute will award Certificates to candidates who pass a final examination set by the Institute.



Operational Programme II – Cohesion Policy 2007-2013
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