



# **MANAGING CHANGE AND TRANSITION**

INSTITUTE FOR PROFESSIONAL AND EXECUTIVE DEVELOPMENT

United Kingdom

## **UNIT SPECIFICATION**

[www.iped-uk.com](http://www.iped-uk.com)

## Unit Title

Managing Change and Transition

## Credit value

The credit value for this unit is 30

30 credits equivalent to 300 hours of teaching and learning  
(10 hours is equivalent to 1 credit)

Guided learning hours (GLH) = 50 hours

GLH includes lectures, tutorials and supervised study. This may vary to suit the needs and requirements of the learner and/or the approved centre of study.

Directed learning = 50 hours: This includes advance reading and preparation, group study, and undertaking research tasks.

Self-managed learning = 200 hours: This includes completing assignments and working through the core and additional reading texts. It also includes personal research reading via other physical and/or electronic resources.

<b>Learning outcome</b> Learner will:	<b>Assessment criteria</b> Learner can:
1.0 Understand the dimensions of change	1.1 Examine the types of change (i.e. structural change, cost cutting, process change, cultural change) 1.2 Evaluate the two different approaches to change (i.e. Economic approach and organizational capabilities approach)
2.0 Understand how a firm can prepare for change	2.1 Evaluate the contribution of leaders in the change process 2.2 Give an account on the role of motivation in change-readiness 2.3 Evaluate the importance of a non-hierarchical culture in implementing change 2.4 Give an account on how an organization can become "change ready"
3.0 Understand the systematic approach to change management	3.1 Give an account on the steps to change management 3.2 Analyse the roles of leaders, managers and HR in change management 3.3 Analyse the mistakes that should be avoided during the change process
4.0 Understand the possible reactions to change	4.1 Examine the nature of change resisters and change agents 4.2 Analyse how the manager can deal with change resisters 4.3 Examine how change agents can be identified and evaluate their role in the change process

5.0 Understand how employees can be helped to adapt to change	5.1 Analyse the stages of reaction to change (i.e. shock, defensive retreat, acknowledgement, acceptance and adaptation) 5.2 Examine how managers can help employees cope with change 5.3 Evaluate how managers can deal with change resisters
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## Recommended learning resources

<b>Indicative reading</b>	<p>Harvard Business School 2003, Managing Change and Transition: USA ISBN 1-57851-874-1</p> <p>John Haves 2010; The theory and practice of change management. Palgrave Macmillan. ISBN: 978-0230210691</p>
<b>Learning Aid</b>	<ul style="list-style-type: none"><li>• A comprehensive IPED study material is available to aid in learning and research of this unit.</li><li>• We supply IPED course materials free of charge. Our study materials, which offer quick learning start, are comprehensive, use simple English, and are easy to read and understand. The contents are so sufficient and self-explanatory; that in majority of cases readers do not require further support; although support is always available when you need it.</li></ul>