

Learning Plan – 5AMOC – Contributing to the Management of Change (40 guided learning hours including time in class).

Task	Possible Evidence for Port-folio
Read previous business cases for change that management/HR have created. Talk to your manager about the drivers for change in your organisation.	Include the business case for the change project that you have been involved in. If no formal business case was produced, be clear on the need for change and benefits.
Be clear on your stake-holders – employees, shareholders, customers.	Stakeholder map.
Identify the communication needs of stakeholders – level, breadth, depth and amount of information, types and methods, frequency. <i>Meet with your internal communication team if you have one.</i>	Emails organising communication events. Posters of above. Communication Plan. Screenshots of Intranet. Screenshots of social media threads.
Identify the support normally given to stakeholders in your organisation – advice, re-training, counselling, coaching, mentoring, representation.	Support plan. Budgets. Training Plan. Buddy allocation. Minutes of consultation meetings.
Identify resources available – money, time, people, equipment, materials, guidance.	Budgets. Minutes of meetings. Guidance documents.
Read previous change plans. Review against models/best practice.	Your change plan. Communication plan. Supporting documents.
Attend a project management course, if available. Spend time with an appropriate manager to understand the project management techniques used in your organisation.	Gantt chart. List of objectives and milestones relevant to your change project. Success measures.
Identify ways that your organisation maintains positive relationships during times of change – communication, consultation, using change champions, providing support, resolving conflict and issues promptly, clear mechanisms for resolving conflict.	Minutes of meetings with unions/ reps/employees. List of change champions. Grievance procedure. Grievance records. FAQ's on website. On-line support – screenshots.
Familiarise yourself with how the organisation monitors and measures effectiveness.	Consultation meetings – minutes. Objectives/milestone reviews. Process and performance assessments. Data analysis. Customer feedback. Records – statistics, outcomes, quality data, opinions, feedback.

Evaluate your own skills, knowledge and ability against the core knowledge area of 'change' in the new CIPD profession map.	Reflection of your performance in relation to this change project. Development plan.
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Additional evidence:

Witness testimonies from your manager, colleagues, line managers, other stakeholders. *Please make sure they are signed by the individual and dated.*