

CIPD Diploma in Applied HR: Understanding the Management of Change

Programme: CIPD Diploma in Applied HR			Level of Study: 5		
Module: Understanding the Management of Change 5KMOC					
Lecturer: Julie Thomas			Assignment due date: 18th October 2021		
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Session	Date	Session content related to module standards: AC = Assessment Criteria LO=Learning Outcome	GUIDED LEARNING – CLASS CENTRED Topics covered in class to aid learning	GUIDED LEARNING – HOME/WORK CENTRED (6 hours on-line, 7 hours on the job) Mandatory reading/tasks to aid learning. <i>NB: You will also need to undertake your own self-directed learning in order to build on your knowledge and complete your assessments (20 hours). Some recommended reading is listed below.</i>	
1	22 nd Sept	LO1: Understand key principles, theories and models relating to change in organisations. LO2: Understand the importance of communication and relationship management within change processes. LO3: Know how to plan, implement and monitor change processes	Drivers of change Factors that enable and hinder change Processes Change management models The importance of communication Planning for change	<i>There is no dedicated chapter in your core textbooks, but change management is covered on pages 31-35 of 'Studying Human Resource Management' and elements are discussed in chapter 8 ('Organisation Design and Organisation Development') of 'Human Resource Management: People and Organisations'. Chapter 6 of 'Leading, Managing and Developing People' by Rees and French (on Moodle) is also very good.</i> Read the CIPD Factsheet on Change Management: https://www.cipd.co.uk/knowledge/strategy/change/management-factsheet Read the following ACAS guidance on introducing hybrid working: Hybrid working Acas Read the HBR article on Empathy: The Secret to Leading Organizational Change Is Empathy (hbr.org) Listen to the following podcast: https://www.cipd.co.uk/podcasts/landing-transformational-change Watch the following video '5 Ways to Lead in an Era of Constant Change': https://www.youtube.com/watch?v=urntcMUJR9M	

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				Read the following short blog from the IES: https://www.employment-studies.co.uk/news/are-managers-really-ready-change Read the following short guides from the Chartered Management Institute: https://www.managers.org.uk/knowledge-bank/change-management https://www.managers.org.uk/knowledge-bank/project-management Explore the resources on the Mindtools website – includes explanations of the change management models such as Kotter's. On the job training (7 hours): 1. In the new CIPD Profession Map, Change is one of the core knowledge areas: https://peopleprofession.cipd.org/profession-map/core-knowledge/change Evaluate your knowledge, skills and ability in relation to this area, using the definitions from the Profession Map and discuss any development needs with your manager. Record your discussion (300 words approximately). 2. Complete a SWOT analysis of an impending change in your organisation. Clearly list the strengths, weaknesses, opportunities and threats represented by the change. Discuss the HR implications of the change with your line manager and submit a summary of your discussion plus SWOT. (Total word count: 500-750 words approximately). 3. Create a stakeholder map for communicating the above change (see template on Moodle). <i>In the event that no change is planned in your organisation, please use a realistic scenario, as agreed with your manager.</i>
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Sources of Information for Self-directed Learning:

Please see Moodle plus:

IES website. Available at - <https://www.employment-studies.co.uk/>

CIPD website. Available at - www.cipd.co.uk – search for the topic area ‘Change’.

ACAS website. Available at - www.acas.org.uk – for guides, general guidance and other very useful information

Chartered Management Institute website. Available at - www.managers.org.uk

Harvard Business Review. Available at – <https://hbr.org/>

People Management – you will get a subscription to this with your CIPD membership. Available at:
<https://www.peoplemanagement.co.uk/>

Personnel Today. Available at: <http://www.personneltoday.com/>

HR Magazine. Available at <http://www.hrmagazine.co.uk>

UWTSD Library and Learning Resources. Available at: <http://www.uwtsd.ac.uk/library/>