

## Assessment: 5KMOC Understanding the Management of Change

**Name:**

### Learning Outcomes:

- 1 Understand key principles, theories and models relating to change in organisations.
- 2 Understand the importance of communication and relationship management within change processes.
- 3 Know how to plan, implement and monitor change processes.

### Evidence to be produced:

A set of screen shots/slides with related notes pages which amplify and develop the key content on each screen shot/slide, equating to approximately 3000 words **in total** (allowing around 2,500 words for the notes pages)

All reference sources should be acknowledged correctly and a bibliography provided where appropriate (these should be excluded from the word count).

| Evidence to be produced                                                                                                                                                                                                                                                                                                           | Assessment Criteria                                                                                                                                                                                                                                                     | Pass/Refer | Feedback |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|
| <p>Your presentation should be of about of 20 minutes duration and include the following:</p> <ul style="list-style-type: none"><li>• potential internal and external drivers for change in organisations (at least 3 of each)</li><li>• organisational factors that might a) enable and b) hinder change processes (at</li></ul> | <p>1.1 Analyse internal and external drivers for change in organisations.</p> <p>1.2 Identify organisational factors that might enable change and those which might hinder change processes.</p> <p>1.3 Evaluate current theories and models relating to change and</p> |            |          |

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| <p>least 2 of each)</p> <ul style="list-style-type: none"> <li>an explanation of 2 change theories/models and how they can support change management</li> </ul>                                                                                                                                                                   | <p>how they support effective change management.</p>                                                                                                                                                                                                                                                                                                 |  |  |
| <ul style="list-style-type: none"> <li>how positive work relationships can support change processes and how these can be built and maintained</li> <li>the different communication needs and types of support that might be required by different stakeholder groups</li> </ul>                                                   | <p>2.1 Explain how positive work relationships can support change processes and how they can be built and maintained.</p> <p>2.2 Discuss the different communication needs and types of support that might be required by different stakeholder groups.</p>                                                                                          |  |  |
| <ul style="list-style-type: none"> <li>factors you would consider when planning for change and what a change plan looks like</li> <li>a summary of best practice for implementing change processes</li> <li>an evaluation of at least 2 techniques for monitoring change processes and assessing the impact of change.</li> </ul> | <p>3.1 Explain the factors to be considered when planning for change and what should be included within a change plan.</p> <p>3.2 Summarise best practice for implementing change processes within an organisation.</p> <p>3.3 Evaluate techniques for monitoring the implementation of change processes and for assessing the impact of change.</p> |  |  |

Summary comments

Assessor Signature \_\_\_\_\_ Date: