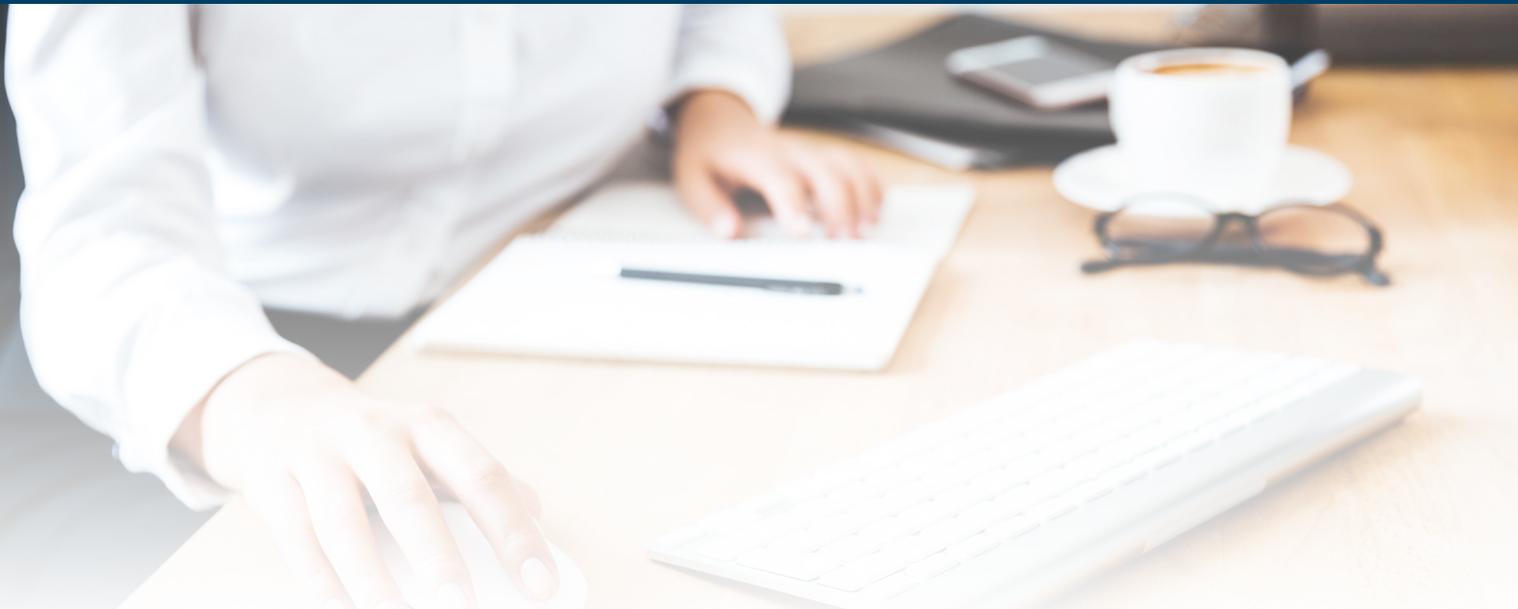




Change Management Certifications



Flexible study options

-  Online
-  Virtual classroom
-  Onsite
-  Classroom
-  Blended

Exceptional pass rates



About

Training ByteSize

At Training ByteSize, we are experts in delivering accredited project, programme and IT service management training through a range of study styles. With **over 30 years' experience** in the industry, your success is key to our success.

We understand how people learn, we know how to train people to pass their exams, and we employ the best trainers and specialise in small class sizes to help you get the best from your investment.

We are very proud to boast an almost 100% pass rate in our exams and we are delighted with our [five star reviews](#) from individual learners to international corporate clients alike. So as a business that is looking to enhance change management skills and knowledge of staff at all levels across the company, and ensure everyone passes their exam first time, we believe **Training ByteSize is a name you can trust.**

We thrive on providing a reliable service to customers and we are proud to maintain an exceptional renewal rate with our corporate clients. Perhaps one of the biggest reasons for this success is our bespoke approach; we provide the training in the exact way you want it, whether that is on-site, online, virtual, classroom based or a combination of these. As a family-run business we're small enough to care, but big enough to support clients from start to finish in the way they would like to learn.

All our trainers are experienced project and change managers before becoming accredited trainers. They each bring a wealth of experience to the classroom with a minimum of 15 years practical experience and 10 years training experience.

What you can expect from Training ByteSize



Bespoke
training solutions



Personal
customer service



Expert
trainers



Flexible
study options



Interactive
online learning



Small
class sizes



Support
throughout your learning



Exceptional
pass rates



International
training

Flexible study options

Study onsite

- Bespoke training option
- Cost effective learning for groups
- Save time and money on travel expenses - we come to you
- Access to some of the best trainers in the industry
- Pre-course learning materials
- Telephone and email support

If you are looking to train a team of people, you'll find that our onsite training is a viable and cost effective option for you. You'll also find you save money through the omission of travel, accommodation and dinner expenses.

If you have a training room onsite you are more than welcome to take advantage of that. Or if you prefer, we could organise the project management training at a local venue, giving delegates a fresh learning environment.

Our trainers have a minimum of 10 years training experience, plus have previously run and managed live projects, so have real-life experience to bring to the training.

Study in a virtual classroom

- Teaching in the comfort of your home or office
- Ask questions to our trainers throughout the training using a webcam or headset
- Expert trainers
- Access training and take your exam anytime, anywhere

Our Virtual Course platform delivers accredited and certified training, led by leading subject matter experts, direct to your home, mobile, computer or office without the hassle of travelling or staying away. It is so easy to fit in an online class into your busy schedule; simply log in from home, the office, or even while you are travelling.

Students can ask questions using a headset, webcam or a chat window, and get their questions answered, just like in a traditional classroom. Questions can be lined up and answered at intervals, without interrupting the teacher's flow of thought. There is no difference in the level of interaction – in fact distractions are significantly reduced because of this way of teaching.

Change Management

Certifications



Enhance your ability to plan, implement and successfully manage the impact of change

Change Management is a vital and high profile remit within any business. In order for it to be effective, Change Management needs to be conducted in a strategic, timely and measurable way. This doesn't happen by chance.

If you deal with Change Management, you'll need the right skills, experience, support and tools to effect real and long-lasting change. In these unprecedented times of uncertainty and risk within businesses of all sizes, Change Management is more important than ever.

The APM Group International's Change Management qualification will equip you to manage digital transformation, risk management and people leadership - all critical pillars of Change Management. For business leaders looking to upskill their staff on the principles and practical aspects of this discipline, the certification will give you peace of mind that any organisational change will be managed effectively.

We offer two options for the Change Management certification. For those new to the role, the Foundation course offers an introduction to the principles and practices associated with this area of business. The combined Foundation and Practitioner course is recommended for anyone who wants to develop a thorough understanding and practical experience of Change Management.

At the end of the course, candidates will be required to complete an exam. The format of the exam differs based on the levels undertaken, with the Foundation course exam being multiple choice and the combined course including objective questions.

Change Management Foundation and Practitioner

This APMG accredited Change Management Foundation and Practitioner course will enable candidates to apply Change Management approaches and techniques to a real change initiative.

The course is designed for people who need to understand the challenges of introducing change, including why change happens, how change happens and how to overcome resistance to change.

There are four modules on the course which cover the scope of the Change Management Foundation qualification, dealing with the theories of how change impacts on and is affected by the:

- Individual
- Team
- Organisation
- Change leader

The Practitioner aspect of the course builds on this learning and explores topics in more depth for an enhanced understanding.

A ByteSize introduction to **Change Management**

Accreditation:

APM Group International

Our reviews: 5 stars

Foundation certification:

Introductory level

Duration: 3 days

Foundation exam format:

- Multiple choice
- 50 questions
- 50% pass mark
- 40 minutes
- Closed book

Practitioner certification:

Intermediate level

Duration: 2 days

Practitioner exam format:

- Objective testing based on a case study scenario
- 4 questions of 20 marks each
- 50% pass mark
- 2 hours 30 minutes
- Restricted open book - The Effective Change Manager's Handbook may be used in the exam

Benefits for your organisation

- Build the organisation's capability and capacity to deal successfully with change, improving agility.
- Increase the probability of successful business change/transformation – supporting strategic direction.
- Minimise risks (costs, delays, loss of employee engagement, reputation) associated with failed initiatives.
- Align change initiatives with established, process-driven methods (like PRINCE2® and MSP®) to develop a unified approach to change.
- Develop and sustain employee commitment and alignment with organisational purpose during times of change.
- Build and maintain the engagement of internal and external stakeholders with new initiatives.
- Manage more effective change communications with internal and external constituencies so that change is understood and supported.
- Improve assessment of change impact, integrated change planning and successful embedding of change into the life of the organisation.

Benefits for your employees

- Understand the human side of change and know how to help people deal more effectively with change, maintaining their commitment and bringing them successfully through the change process.
- Understand the various types of change that affect organisations, and know how to draw on a range of professional approaches to support the effective delivery of the organisation's desired outcomes from each change initiative.
- Know how to identify and work with the stakeholders in a change initiative, and how to plan, execute and measure the effective communications required to build and maintain their engagement.
- Know how to assess the impacts of change, to develop effective change teams and to recognise and address resistance to change.
- Understand the process of sustaining change and know how to embed a change initiative as the new 'business as usual'.

Agile Change Agent Certification



Enable effective and lasting change in Agile environments

In any business, enacting successful and long-lasting change depends upon a number of factors.

The first is all about culture; it's impossible to implement change successfully if everyone isn't bought into it in the first place. The second is process; understanding the best way to approach change and the various dependencies to make it happen. Then, it's about using the right tools to reflect the Agile approach.

An Agile Change Agent combines all of these skills to make sure the organisation sees positive results from any transformational projects they implement. An Agile Change Agent knows what information they need, where to find it and how to utilise it for best effect. Businesses rely on Agile Change Agents to give them peace of mind that any new ways of working, processes, systems, products or structural changes will be conducted effectively and successfully.

Problem solving techniques are a key part of the APM Group International Agile Change Agent certification as it seeks to enhance participants confidence in planning and managing change initiatives. Other key themes of the course include a focus on building relationships, understanding the road-mapping process and learning the best way to ensure change you are implementing is having a beneficial impact.

The course can make a big difference to employees success within an existing change-focused role. For businesses who are keen to develop their employees' aptitude with regard to implementing change successfully, this course is a must-have.

Many Agile courses focus heavily on the theory of this approach, but the Agile Change Agent certification takes a different approach; participants will gain practical, hands-on experience of what Agile Change Management is and how to lead change initiatives within any organisation.

Find out more about the increasingly popular Agile Change Agent certification and listen to our podcast; we interview John Humphries, our lead Agile Change Agent trainer.



Agile Change Agent Foundation

Build your practical ability in Agile and change with Agile Change Agent.

Participants will learn about agile ways of working and how an Agile approach impacts their role and interaction with those driving and leading change. The course also equips participants with tools to ensure change initiatives are embedded, adopted and deliver benefits throughout their organisations.

Less focused on the theories of change, it is a very hands- on course full of opportunities to “see, do, learn”, packed with exercises and practical tools, tips and advice, and is a great introduction to the world of Agile and Change Management.

This course is based on the book ‘Agile Change Management – a practical framework for successful change planning and implementation’. The book provides entry level access to the subjects of Change Management and Agile Management. It begins with an explanation of Agile concepts, which gives those involved in making change happen in their part of the business a link between their experiences of iterative change and the ideas behind Agile.

The course will explain how a candidate’s existing knowledge fits into the structure of an effective change initiative whilst at the same time developing new skills and abilities. If you have a background in project management or business analysis this course will enable you to see where you fit into the wider community of change and where you can best apply your skills.

A ByteSize introduction to **Agile Change Agent**

Accreditation:

APM Group International

Our reviews: 5 stars

Foundation certification:

Introductory level

Duration: 2 days

Foundation exam format:

- Multiple choice
- 50 questions
- 50% pass mark
- 40 minutes
- Closed book

The course is suitable for:

- Anyone who has to plan, manage and participate in creating change at work
- Change Support (e.g. Programme Office)
- Change ‘Agents’ (e.g. Business Change Managers)
- Change Implementers (e.g. Project / Programme / Change Managers)
- Change Leaders (e.g. Senior Responsible Owners)
- Operational Line Managers/ Staff would also benefit from a higher level of understanding

Benefits of the certification

- Understand how an Agile approaches impact the way change is managed and delivered, and the impact on those involved in and affected by change.
- Apply techniques to identify and prioritise activities according to business value.
- Manage relationships with relevant stakeholders and team members, understanding how to best engage with them through empathy and trust.
- Develop strategies for building resilience and motivation, whilst managing and mitigating resistance.
- Create a change that is lean and flexible, realising benefits earlier on in the process.
- Manage change for both large-scale transformations and micro-level business change projects.
- Utilise pre-prepared checklists, questionnaires and models that can be tailored to specific change initiatives.

Successful candidates will be able to

- Roadmap: explain the processes, activities and information needed to plan and manage any type of change initiative.
- Business need: understand what business value really means and how to acquire the information to ensure your change is making a beneficial contribution.
- Building relationships: understand how to build trust and develop supportive relationships between all those impacted by change.
- Creating the environment for change: explain how to establish a supportive environment that motivates people to participate in change.

The Training ByteSize Promise

We will ensure that from the initial consultation of your requirements to the end result of the course, you and your learners will have had the best possible learning experience.

Our trainers

We guarantee to send the most qualified and experienced trainer to you. Our trainers are friendly, personable and go the extra mile to get every person through the exam to their best ability. They have a wealth of experience in different industries including construction, retail, public sector, private sector, aerospace, defence amongst many others. This means they can bring real life experience to the classroom which helps put subjects into context.

Course materials

We don't do death by power point, we focus on discussions and drawing on experience to bring energy and creativity to the group. Delegates leave with confidence and clarity and are inspired when going back to their work place. Pre-course work is sent out 4 weeks before the start of the course so everyone can be prepared when turning up on day one.

International training

We have trainers located all over the world, so where ever you are based you can be assured that we can arrange a trainer to come to you. No matter how large or small your organisation is, we guarantee you get the experience and service that you expect.

Our success

We believe the learning experience should be enjoyable for both the person organising the course and the learner attending the course. Additionally, your success is ultimately our success, so we will always strive for the highest pass rates for your team.

Where ever in the world you are, we're here to help. We can carry out a comprehensive analysis of your business to accurately identify gaps in skills and knowledge, and tailor packages to meet your exact requirements. Please speak to our friendly team today to find out how we can help, call us on +44 (0)1270 626330.



We have been working with Training ByteSize for a few years now, from day one the service that they have given us and me personally is second to none.

They have a very professional attitude and are extremely adaptable to any of your own business requirements. All their trainers are very knowledgeable, very approachable and go out their way to explain everything.

All in all a fantastic service from a family-run business.

John Sims, Rolls Royce



Experienced knowledgeable trainer took us through a well structured, well paced programme of training.

Our learning was reviewed and re-affirmed at regular intervals, we couldn't have asked for more. Wholeheartedly recommend this business.

Diana Davies, delegate



We are passionate about Project Management apprenticeships and having trained hundreds of thousands of students over the last 20 years, so it's fair to say we know what we are talking about!

Your Project Managers are the superstars of the business, we teach them everything they need, use working examples, and train them using the most skilled Project Management trainers in the UK. We show them how they can make a difference, and return the investment that has been made in their future.

Victoria Graham, Managing Director, Training ByteSize

Accredited training with exceptional pass rates. Delivered online, in the classroom, blended or virtually.

- Agile Change Agent
- AgileBA®
- AgilePM®
- APM Apprenticeships, PFQ, PMQ and ChPP
- Better Business Cases™
- Business Analysis
- Business Relationship Management®
- Certified PPP Professional (CP3P)
- Change Management
- ITIL® 4
- Managing Benefits
- Managing Successful Programmes®
- Praxis™
- PRINCE2 Agile®
- PRINCE2®
- Professional Scrum Master
- Project Planning and Control
- Service Desk Management



Empowering project professionals through learning

t. +44 (0)1270 626330 **e.** learning@trainingbytesize.com **w.** www.trainingbytesize.com

hq. 5 George House, Princes Court, Beam Heath Way, Nantwich, Cheshire CW5 6GD

