

## **Prosci's Advanced Change Management Program Course Application**

We want to ensure that attendees at Prosci's Advanced Change Management Program have a complete and clear understanding of the intent of the program and the requirements for attendees. The information below provides an overview of the objective of the program, the prerequisites and the pre-work. Page 2 of this document is the application form which must be completed to begin the registration process for Prosci's Advanced Change Management Program. Approval of your application is required before registration can take place. Please call +1-970-203-9332 with any questions or comments you may have.

### ***Making you a change management expert***

Objective: The focus of the Advanced Program is to move beyond what is covered in Prosci's 3-day certification program. This is not simply a deeper dive into topics already covered in the certification program. The course is aimed at providing you the additional background, context and depth of knowledge to make you the "go to" person on any issue related to managing the people side of change.

### ***Prerequisites***

- Prosci certification
- Two years minimum in change management application experience
- Have a recently completed project where the Prosci methodology was applied
- Must pass entry exam
- Approved Course Application (page 2 of this document)

Additionally, consultants interested in attending the program need an engagement with a particular client providing direct change management services for longer than six months and client authorization for case study and State of Change Management pre-work.

### ***Pre-work***

The program will have extensive pre-work, and attendees are expected to invest significant time and energy in preparation to be active and valuable members of the program. Please plan for 40 to 50 hours of pre-course preparation.

The four pre-work components are:

- **Change Management Literature Review** – You will read excerpts from a list of seminal change management works and be responsible for preparing a ten-minute “compare and contrast” overview of two of these works that will be delivered in the Advanced Program.
- **Change Portfolio Management Data** – You will need to collect data on a number of key initiatives in your organization as part of the Change Portfolio Management module.
- **Case studies** – You will write two short case studies on your application of change management on projects in your organization. Templates and guidelines will be provided upon registration. One case study will present a successfully completed application of the methodology and one will present a current situation and the challenges you are facing.
- **State of Change Management at your organization** – You will write a short synopsis of deployment efforts at your organization and the current State of Change Management.

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Please complete the form and email to [vallen@prosci.com](mailto:vallen@prosci.com)

Today's date: \_\_\_\_\_

Advanced Change Management Program session (mark one)

- Nov 29 – Dec 1, 2011 (Peaceful Valley Ranch, Colorado Rocky Mountain, Lyons, CO)
- March 27 – 29, 2012 (Peaceful Valley Ranch, Colorado Rocky Mountain, Lyons, CO)
- Sept 18 – 20, 2012 (Peaceful Valley Ranch, Colorado Rocky Mountain, Lyons, CO)

## Participant information

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Certification information

When did you earn your Prosci certification? \_\_\_\_\_  
Who was your instructor? \_\_\_\_\_  
Did you attend an:  Open enrollment public session  
 Onsite program at your location  
Location: \_\_\_\_\_

## Change management application and background

How many years have you been formally applying change management? \_\_\_\_\_  
On how many projects have you applied the Prosci methodology? \_\_\_\_\_

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Describe the last project where you applied the Prosci methodology. What role did you play on the project? What elements of the methodology did you use? Were there elements that you did not use?

Describe your most successful change management application. What conditions resulted in the level of success you achieved? How did you determine success?

In your own words, describe the value of a structured approach to change management.

What are the biggest obstacles you have faced in your change management work?

What do you expect to get out of attending the Advanced Change Management Program?

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Please initial next to each of the pre-work assignments to indicate that you understand and will be able to complete the requirements.

**Initials:**

**Pre-work requirements:**

- \_\_\_\_\_ Change Management Literature Review
- \_\_\_\_\_ Change Portfolio Management Data collection
- \_\_\_\_\_ Case study – Methodology application
- \_\_\_\_\_ Case study – Current project with challenges
- \_\_\_\_\_ State of Change Management at your organization