



APMG Change Management Foundation and Practitioner Exam Preparation Course



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Introduction:

APMG Change Management Foundation and Practitioner exam preparation is a 1-week course for change managers, project and programme managers, HR and organisational development specialists and business analysts, ending with an Exam Readiness Study Plan and Change Approach Pack. Organisations that rely on informal, inconsistent change practice see initiatives stall because people, sponsors and stakeholders are engaged late and without a shared method. Nominees already plan or support change at work and prepare through syllabus reviews, timed practice questions and scenario case studies from several sectors. CoreConcept Training Center delivers this APMG Change Management exam preparation course.

Course Objectives:

- Explain the structure of the Foundation and Practitioner exams and map personal knowledge gaps against the syllabus areas
- Apply the organisational context and approach area to select a change approach for a given initiative
- Analyse individual responses to change and define the leadership and team roles a change initiative needs
- Build stakeholder maps, communication plans and impact assessments that answer scenario-based questions
- Apply Practitioner topics on momentum, learning design, coaching, conflict and collaborative design to case scenarios
- Produce an Exam Readiness Study Plan and Change Approach Pack ready for personal revision and workplace use

Target Audience:

- Change managers responsible for planning and coordinating the people side of organisational initiatives
 - Project and programme managers accountable for delivering initiatives that change how people work
 - HR and organisational development specialists responsible for workforce readiness, learning and culture during change
 - Business analysts responsible for defining business change requirements and assessing their impact
 - Team leaders accountable for guiding their teams through new processes, systems or structures
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Course Outline:

Day 1: Exam Structure and the Organisational Context of Change

- APMG Change Management Foundation and Practitioner Exam Structure Review
- Change Management Study Guide Syllabus Areas Mapping
- Organisational Context and Approach Drivers for Change
- Planned and Emergent Change Approaches Comparison Exercise
- Current-State Change Capability Self-Assessment Against the Syllabus

Day 2: People, Change Leadership and Change Teams

- People and Change Individual Responses to Transition
- Motivation and Resistance Factors in Individual Change
- Change Leadership Roles of Sponsors, Managers and Agents
- Change Team Formation and Team Development Stages
- Foundation Practice Questions on People and Leadership Areas

Day 3: Stakeholders, Communication and the Work of the Change Manager

- Stakeholder Identification, Mapping and Engagement Planning Templates
- Change Communication Planning, Channels and Feedback Loops
- Change Impact Assessment and Readiness Measurement Tools
- Work of the Change Manager Planning and Benefits Focus
- Foundation Mock Exam Under Timed Closed-Book Conditions

Day 4: Practitioner Topics and Professional Change Practice

- Momentum Building and Sustaining Techniques for Change Initiatives
- Learning for Change Design and Training Needs Analysis
- Coaching Colleagues Through Change Using Structured Conversations
- Conflict Handling and Facilitated Collaborative Design Sessions
- Developing Professional Change Practice Through Reflective Learning

Day 5: Case Study Practice and the Exam Readiness Plan

- Case Study Scenario Analysis Using the Open-Book Study Guide
 - Practitioner Objective Test Question Technique and Timing
 - Case Study Stakeholder and Communication Plan Application
 - Mock Practitioner Paper Review and Answer Rationale Debrief
 - Exam Readiness Study Plan and Change Approach Pack Completion
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Skills You Will Gain:

- Change Approach Selection
- Individual Transition Analysis
- Change Team Development
- Stakeholder Engagement Planning
- Change Impact Assessment
- Learning Needs Analysis
- Change Coaching
- Scenario Question Technique

Why Attend This Course:

- Deliver an Exam Readiness Study Plan and Change Approach Pack to the line manager or learning lead who sponsors the nomination
- Decide which change approach, stakeholder priorities and communication channels suit a given initiative and justify the choice
- Avoid wasted revision time and late, uncoordinated change activity by working from the syllabus areas and a tested plan
- Share stakeholder, communication and impact assessment templates with project and HR colleagues running current initiatives

Conclusion:

Back at work, the participant shares the Exam Readiness Study Plan and Change Approach Pack with the line manager or learning lead who sponsored the nomination. The plan sets out revision time for the weaker syllabus areas before the exams, while the change approach templates are applied to a live initiative with the project sponsor and HR partners. After the first use on that initiative, the participant and sponsor should review how stakeholders responded, what the impact assessment missed and which syllabus areas still need practice.

Frequently Asked Questions FAQ:

What should participants know before an APMG Change Management Foundation and Practitioner exam preparation course?

Participants should already plan, support or lead change in their organisation. Prior study is not required, but reading the opening chapters of the Change Management Study Guide and listing a current initiative helps the case study work and practice questions.

How does an APMG Change Management Foundation and Practitioner exam preparation course differ from a sector change and transformation course?

A sector transformation course designs change for one industry setting and its service models. This course reviews the syllabus areas of the Change Management Study Guide across all sectors and prepares participants for the format of both exam levels through practice questions and scenarios.

How are the APMG Change Management Foundation and Practitioner exams structured?

The Foundation exam is a closed-book test of 50 multiple choice questions in 40 minutes. The Practitioner exam is a scenario-based objective test lasting 150 minutes, open book with the Change Management Study Guide, and requires the Foundation level first.

What do participants take back from an APMG Change Management Foundation and Practitioner exam preparation course?

Participants take back an Exam Readiness Study Plan and Change Approach Pack: syllabus gap results, a revision schedule, practice question reviews, and stakeholder, communication, impact assessment and learning templates applied to a case initiative.
