



# The Certified Change Management Professional™ Program (CCMP-ACMP)

Training Course

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Certification provided by



# Why Bakkah?

**Bakkah** is a leading company that owns two subsidiaries: **Consulting Company and Learning Company**. With a team of highly experienced and certified professionals, we will help you capitalize on opportunities driven by proven business practices.

We help you obtain professional certificates that will take your career to the next level. Our Learning products focus on building and boosting capabilities by offering the best and latest internationally accredited training courses in various fields, including: Project Management, Human Resource, Business Analysis, Information Technology, Quality Management, Supply Chain Management and Logistics.

We are keen to use and keep up with the latest global learning methods and processes. Since our training courses are flexible and aligned with the global changes, this will ensure an ongoing learning process and build high-quality capabilities.



## Bakkah in Numbers





## Course Objective

The CCMP™ is a globally recognized credential established by ACMP® for professionals to demonstrate their commitment to leading the way change works. It was developed based on ACMP's industry-leading Standard for Change Management© ("Standard©") that defines best practices in change management. The CCMP is a way for professionals to demonstrate they are investing in their ongoing development and can successfully apply their experience to respond to a breadth of change management situations.

### This course helps you to:

- Enhances career prospects and gives you an edge in competitive situations
- Validates your knowledge and experience are consistent with certification guidelines established by the International Organization for Standardization (ISO) and the American National Standards Institute (ANSI) Demonstrates your commitment to personal career growth and professional development
- Evidences your familiarity with the Standard for Change Management



## Course Methodology

### Online Training



5 Days – Online Training



Exam Simulation



Practice Test



Group Activity (Break-out Session) after each lesson



Access to additional References – Glossary/ Recommended Reading/ Syllabus



Material language will be in English





## Targeted Audience

### CCMP is intended for:



Experienced change management professionals who have had time to consistently demonstrate success in applying best practices for change.



## Course Outline



### Change Concepts

- Change is a Process
- Relationship to Strategic Planning
- Types of Organizational Changes
- Relationship to Project Management
- Organizational Change and Individual Change
- Change Management Roles and Responsibilities
- Organizational Alignment and Change Management



### Change Management Process - Formulate the Change Management Strategy

- Develop the Communication Strategy
- Develop the Sponsorship Strategy
- Develop the Stakeholder Engagement Strategy
- Develop the Change Impact and Readiness Strategy
- Develop the Learning and Development Strategy
- Develop the Measurement and Benefit Realization Strategy
- Develop the Sustainability Strategy



### Change Management Process - Execute the Change Management Plan

- Execute, Manage, and Monitor Implementation of the Change Management Plan
- Modify the Change Management Plan as Required



### Change Management Process - Evaluate Change Impact and Organizational Readiness

- Define the Change
- Determine Why the Change is Required
- Develop a Clear Vision for the Future State
- Identify Goals, Objectives, and Success Criteria
- Identify Sponsors Accountable for the Change
- Identify Stakeholders Affected by the Change
- Assess the Change Impact
- Assess Alignment of the Change with Organizational Strategic Objectives and Performance Measurement
- Assess External Factors that May Affect Organizational Change
- Assess Organization Culture(s) Related to the Change
- Assess Organizational Capacity for Change
- Assess Organizational Readiness for Change
- Assess Communication Needs, Communication Channels, and Ability to Deliver Key Messages
- Assess Learning Capabilities
- Conduct Change Risks Assessment



### Change Management Process - Develop the Change Management Plan

- Develop a Comprehensive Change Management Plan
- Integrate Change Management and Project Management Plans
- Review and Approve the Change Management Plan in Collaboration with Project Leadership
- Develop Feedback Mechanisms to Monitor Performance to Plan



## Complete the Change Management Effort

- Evaluate the Outcome Against the Objectives
- Design and Conduct Lessons Learned Evaluation and Provide Results to
- Establish Internal Best Practices
- Gain Approval for Completion, Transfer of Ownership, and Release of resources



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