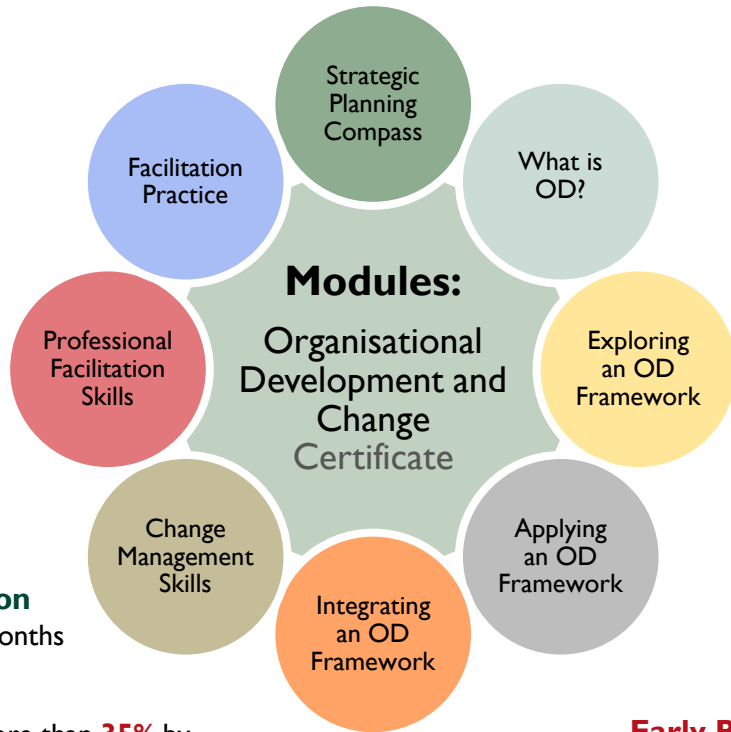




Certificate:
Organisational Development and Change
Johannesburg (September 2011 Intake)

Programme
Description:

This seven-month programme, comprising eight modules, provides individuals with solid grounding in the rudiments of Organisational Development and Organisational Change theory and methodology. The programme is aimed at all those who have a need or desire to diversify and solidify their knowledge and ultimately increase their capacity as organisational development and change champions or catalysts.



Duration
Seven-Months

Price
Save more than **35%** by enrolling for this full eight-module programme. Contact us to find out more.

Early Bird Special
Register and pay before the 26 August 2011 and receive a further discount of **R2,000**.

- | | | | |
|---|--|---|----------------|
| 1 | Change Management Skills | Understanding and applying the principles of change management in organisations | 27-28 Sep 2011 |
| 2 | Professional Facilitation Skills | Professional organisational facilitation skills, principles and practice | 19-20 Oct 2011 |
| 3 | Facilitation Practice | Reviewing, selecting and implementing various organisational facilitation strategies and techniques | 2 Nov 2011 |
| 4 | Strategic Planning Compass | Facilitating high impact strategic planning sessions | 24-25 Nov 2011 |
| 5 | What is Organisation Development? | The values, processes and practices of Organisation Development | 7 Feb 2012 |
| 6 | Exploring an OD Framework | Exploring an integrated model of Organisation Development | 21 Feb 2012 |
| 7 | Applying an OD Framework | Understanding competencies and tools for applying an OD Framework | 27-28 Mar 2012 |
| 8 | Integrating an OD Framework | Linking and integrating the OD Framework across the organisation | 8 May 2012 |

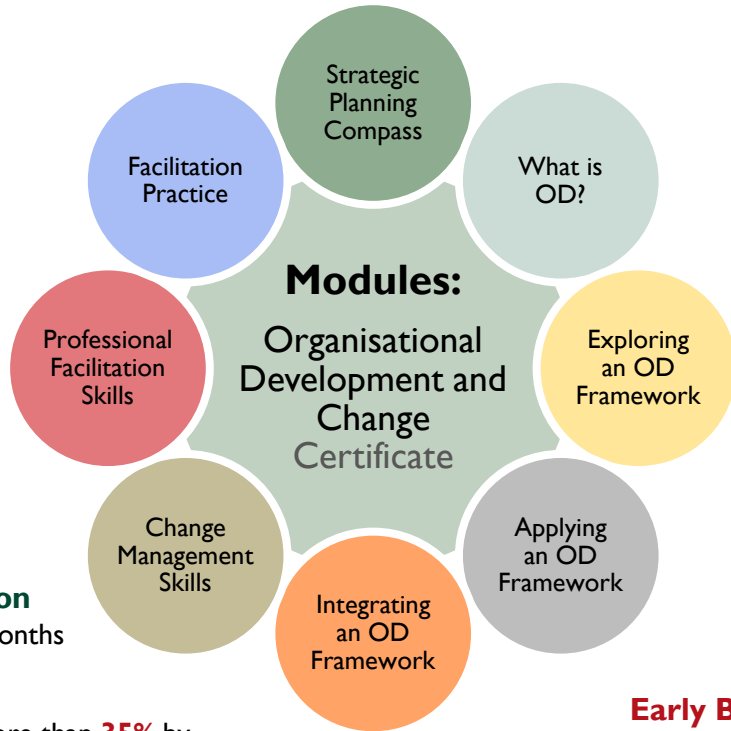
Also available in **Durban**:
Contact us to find out more



Certificate:
Organisational Development and Change
Durban (September 2011 Intake)

Programme
Description:

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- 1** What is Organisation Development? The values, processes and practices of Organisation Development 20 Sep 2011
- 2** Exploring an OD Framework Exploring an integrated model of Organisation Development 21 Sep 2011
- 3** Applying an OD Framework Understanding competencies and tools for applying an OD Framework Day 1: 18 Oct 11 Day 2: 19 Oct 11
- 4** Integrating an OD Framework Linking and integrating the OD Framework across the organisation 15 Nov 2011
- 5** Change Management Skills Understanding and applying the principles of change management in organisations 17-18 Jan 2012
- 6** Professional Facilitation Skills Professional organisational facilitation skills, principles and practice 15-16 Feb 2012
- 7** Facilitation Practice Reviewing, selecting and implementing various organisational facilitation strategies and techniques 29 Feb 2012
- 8** Strategic Planning Compass Facilitating high impact strategic planning sessions 27-28 Mar 2012

Also available in **Johannesburg:**
Contact us to find out more

Certificate: Organisation Development & Change

Module Outcomes

What is Organisation Development?

One Day

- Defining Organisation Development (OD)
- Introducing Models Used In OD
- The Establishment and Adaptation framework
- Language and behaviours in OD
- Understanding the OD Process steps” Exploring contracting, engaging, intervening

Exploring an OD Framework

One Day

- The Establishment and Adaptation framework as an integrated model for Organisation Development
- Establishment capabilities and Adaptation spaces
- The capabilities and tools Of Establishment and Adaptation
- The process of adaptation: exploration, contracting, engaging, intervening, exiting In Establishment and Adaptation

Applying an OD Framework

Two Days

- Unpacking the purpose, process, technology and community elements of OD Adaptation
- Applying the adaptation process to purpose, process, technology and community
- Locating individuals, groups and team models within the elements
- Making sense of the consulting method within these elements

Applying & Integrating an OD Framework

One Day

- Unpacking the operations element of OD Adaptation
- Applying the adaptation process to operations
- Locating individuals, groups and team models within the operations elements
- Making sense of the consulting method within the operations elements
- Recapping the Establishment and adaptation framework
- The capabilities and tools of the entire Establishment and Adaptation model
- The capabilities and tools of the organisation Development practitioner

Change Management Skills

Two Days

- Importance of change management as a process for organisations to achieve sustainable trading results
- Identifying examples of planned change and reactive change in an organisation
- Exploring a model for effective change management
- Identifying reasons for resistance to change and ways to overcome them
- Identifying the risks inherent in any change management programme and ways to manage them
- Applying the competencies of an effective change agent

Professional Facilitation Skills

Two Days

- Defining facilitation and the role of the facilitator
- The stages of the facilitation process
- Mobilising and engaging individuals and groups
- Creating a learning environment and atmosphere of participation
- Process methods and techniques for facilitators
- Reviewing and selecting the appropriate methods and techniques for various group processes

Facilitation Practice

One Day

- Planning and Implementing various facilitation techniques and methodologies
- Facilitation practical

Strategic Planning Compass

Two Days

- Building blocks of the high impact strategic plan;
- Guidelines for developing a strategic plan and evaluating its effectiveness
- The steps in the strategic planning process;
- Tools, tips and techniques to successfully facilitate a team through the strategic planning process
- Designing and tailoring the strategic planning process to meet specific group requirements.



What happens if I can't make one of the dates?

If you find that you are unable to attend a module on the specific date that it has been scheduled for your programme/series, you can apply to attend the module on another of our scheduled public course dates.

Will I have to complete any assessments?

Should you choose to register for the optional *Certification Assessment Process (C.A.P)* in order to achieve the AOC Programme Certificate, you will then be required to complete assessments. After registering for the C.A.P you will receive an assessment pack detailing all the information you need to know about the assessments.

Is the programme NQF Aligned?

Certain components of the programme can be aligned to unit standards on the National Qualifications Framework (NQF). Unfortunately there is a deficiency of unit standards registered that align with our programmes and their underpinning philosophies. We will continue to consult with the SETAs going forward to positively influence the development of unit standards that reflect current best practise in training and development in our fields.

How can I qualify for further discounts?

By enrolling for the full programme upfront you are saving up to 40% on your training and development journey. In addition to this, we have further discounts if you book for more than 2 people and we have referral awards if you refer your friends and colleagues. Contact us to find out more about how you can qualify for these discounts.

What happens if I miss one of the modules?

If some unforeseen circumstance causes you to miss one of the modules or sessions of your programme/series, simply inform us in writing and you can attend the module on another of our scheduled public course dates.

What happens if I have already completed one of the modules previously with the AOC?

If you have attended one or more of the modules of the programme with the AOC prior to 2010, you will qualify for a module credit. We will also deduct the amount you had previously paid for the module from your programme fees.

Can I replace one of the modules with something else?

If you find that you would like to replace one of the scheduled modules of the programme with a different module or workshop that the AOC is offering, we will certainly consider it on application. Approval of this will be dependent on the nature of the module in question and at the discretion of the AOC Academic Board.

Is there a way that I can pay the fees off?

Payment terms are available on application. This means that you can pay a deposit on registration and the balance can be divided over the duration of your programme. Please contact us to find out how to apply and for the applicable terms and conditions.

What certification will I receive?

Once you have completed all the modules of your programme you will receive a *Recognition of Attendance Award* from the AOC.

If you would like to receive the AOC Programme Certificate, you can choose to register for the Certification Assessment Process. There is an additional cost involved for this process, so please plan ahead.

What happens if I have completed a similar module/session somewhere else?

If you have attended one or more of the modules of the programme at a previous occasion with another institution/organisation, you can apply for a module credit by completing and submitting our module exemption application.

Can I transfer my enrolment to someone else?

We have no problem with you transferring your enrolment to someone else prior to the start of the programme. If you would like to transfer your enrolment to someone else after the programme has already commenced we will consider it if the new delegate agrees to register separately for any modules missed in order to catch up.

What happens if I cancel?

A 25% cancellation fee will be applicable for cancellations up to 10 working days before the programme commences. Cancellations inside of 10 working days before the commencement of the programme will be liable for 50% of the full programme fee. If you cancel after the programme has already commenced you will be liable for the full fee.