

EFFECTIVE ORGANISATION DEVELOPMENT

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

★ COURSE OVERVIEW

Current business realities and change drivers place increasing responsibility on senior management to assess their organisational effectiveness in order to ensure that business goals can be achieved. This entails a regular review of aspects such as culture, structure, roles, processes, systems and procedures and their alignment to the business strategy and goals.

Conducting organisational development (OD) activities in order to achieve organisational effectiveness is a primary role of leaders as well as of those people who support them in these endeavours e.g. managers, change agents, internal and external consultants.

To assist organisations in applying practical and effective OD tools, AstroTech is offering a training course called "Effective Organisation Development".

The course covers the following key topics:

- Foundations of OD and organisational effectiveness
- Change and transition as an integral part of OD
- Driving change and OD activities in the midst of politics, power games and conflict
- The different roles in the OD process and how they complement one another
- Using a typical business alignment model to guide your process
- Using a typical organisational improvement process model
- Identifying the needs; the contracting stage
- The assessment stage
- Selection of OD interventions and the planning stage
- The implementation stage
- The evaluation stage
- Practical application of all the above process steps to actual situations which delegates will identify within their own organisations

...AND MUCH MORE!

www.astrotech.co.za

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COURSE INFORMATION

★ WHO SHOULD ATTEND

- Managers interested in acquiring skills and knowledge in the field of OD
- Human resource professionals whose roles include the alignment of various practices and processes to the business strategy
- Individuals who operate within specialist organisational transformation units
- Change agents

★ OUTCOMES

After attending this course attendees should:

- Gain exposure to a range of organisational effectiveness challenges through interaction with delegates from different organisations and industries
- Be able to apply the various OD principles to relevant, workplace based situations
- Walk away with a planned approach which can be implemented once back in the workplace

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- A notepad & pen
- One month of free telephonic and e-mail support included

★ TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.