



Proposal

MANAGING ORGANIZATION CHANGE

FOR

*State Service Modernisation Unit (SSMU)
Sarawak Chief Minister Department*

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PROPOSAL MANAGING ORGANIZATIONAL CHANGE FOR STATE SERVICE MODERNISATION UNIT (SSMU) SARAWAK CHIEF MINISTER DEPARTMENT

1.0 INTRODUCTION

A Change is a way of life today. Organizations and people change for the betterment of better future. The experience of change can be a broad spectrum. It can unexpected, sudden, and unsettling; or it can be welcomed and planned. Change today happens quickly. It is continual, never-ending series of changes with ever-shorter rest periods. We must constantly learn to live with and thrive in a world of constantly changing demands.

Mastering personal and corporate change means getting control of five critical aspects of your business - personal mastery (P), interpersonal relationships (I), team building (T), organisational development (O) and customer orientation (C). and, Effective management of the people dimension of change often requires managing five key phases:

1. Awareness of the need to change.
2. Desire to participate and support the change.
3. Knowledge of how to change (and what the change looks like)
4. Ability to implement the change on a day-to-day basis.
5. Reinforcement to keep the change in place.

2.0 OBJECTIVES

The program will be structured towards enhancing the participants' understanding of managing organizational and personal change as to meet the following objectives.

At the end of the two-day session, participants should be able to:

1. Understand why change need to take place.
2. Discover the various types of change that affects us.
3. Identify and manage the change transition cycle.
4. Apply appropriate strategies in managing organizational change.
5. Learn the key tools, tips, and techniques to successfully manage personal change.
6. Develop strategic and personal action plan for change management future vision.

3.0 COURSE CONTENTS

The following topics will be covered and discussed in the training session;

1. Overview of Change Management

Understanding why change needs to occur:

- Definition of change
- Forces of change
- Types of change
- Effects of change

2. Organizational diagnosis and intervention

- The force field analysis
- Understanding resistance to change
- Managing resistance
- Organizational intervention strategies.

3. Transition's cycle in change

- Introducing transitions
- Personal life changes
- How can we manage our own transitions?
- Setting objectives

4. Managing personal change agenda

- Change checklist.
- Impact of change
- Responses to change
- Practicing self-renewal
- Building change mastery

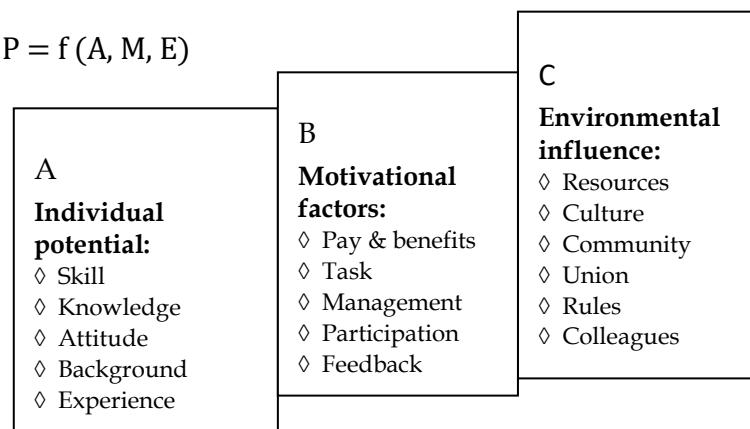
5. Managing stress in change management

- Levels of approach
- Varieties of approach

6. Organizational interventions

4.0 LEARNING MODEL

The integrated model in managing individual performance (P) combining three elements will be used:



5.0 METHODOLOGY

This 2-day interactive webinar will be delivered in combination of lecture, discussion, case studies sharing and Q&A session by the end of the webinar. Maximum 4 hours per day only.

The program will combine “Interactive, Motivational and Peer-Learning” with emphasis on ‘experiential learning’. Apart from lectures, the training methodology will include:

- Role-plays

- Group discussion
- Self-assessment exercises
- Case study
- Management games
- Business simulations
- Group presentation

The program expects total participation and commitment from all participants. The focus will be to develop managerial ability, quality personal outputs, demonstration of energized motivational levels, integrate as a winning team and respect each other. Learning is fun and work is fun will be cascaded during the training session so as to produce a better individual and productive WARGA of SSMU.

6.0 PARTICIPANTS

6.1 To ensure the effectiveness of the program, the maximum participants for this program are **20 persons** per course. Each additional participant is charged **RM140.00 per participant / day**.

7.0 FEE AND METHOD OF PAYMENT

7.1 The fee for the 2-day course please refer the table below. Payment shall be made to **“MALAYSIA PRODUCTIVITY CORPORATION” (MBB ISLAMIC: 561190058550”**.

WORKSHOP	DETAIL	RM
Workshop #1 (2 days) 20 Pax	Course Fees (RM 2,500.00 x 2 days)	RM5,000.00 (Not included Online Platform Charge)
Workshop #2 (2 days) 20 Pax	Course Fees (RM 2,500.00 x 2 days)	RM5,000.00 (Not included Online Platform Charge)

Note: The Online Platform Fee if using the MPC facility is charged at **RM500.00** per Workshop session

7.2 The following items are inclusive in the total fee:

- Professional fee (for the trainer)

7.3 Other expenses such as meal (for participants) during the course, rental of training venue & facilities (if any), accommodation (for participants, if any) or other incidental costs incurred for this course are excluded.

7.4 An invoice will be submitted to the organization upon the completion of the course and payment is expected within **30 days**.

8.0 COURSE PARTICULARS

Date: Please advise
Venue: Please advice
Duration: 2 days
Trainers: Associate appointed by MPC Sarawak
Language: Bahasa Malaysia / English

9.0 COMMENCEMENT OF PROGRAMME

- 9.1 Either party, however, can make necessary changes/postpone/reschedule the program due to any unforeseen circumstances.
- 9.2 Notice acceptance of the proposal must be made in writing with a minimum of **14 working days** before commencement of the program. An organization will then require submitting the duly-filled **“Surat Persetujuan Organisasi Untuk Melaksanakan Kursus Permintaan MPC (ISO) C7/ P4/F.03”** to MPC Sarawak. (This form will be attached later on).

10.0 VALIDITY

All information in this proposal is valid for two (2) months from the date of issuance.

11.0 FURTHER INFORMATION

For further inquiry on the proposal, additional information, etc, kindly please contact:

Pengarah,
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DAY 1	ACTIVITY
0900 – 1030	Program introduction and mind setting The concept of learning organization and organizational excellence - characteristics and change responses Discussion: organizational performance matrix
1030 – 1045	MORNING BREAK
1045 – 1200	Mind Change Management types and effects of change the readiness process
1200 - 1300	Diagnosing the need to change - BE approach
	Understanding why people resist change - managing resistance
DAY 2	ACTIVITY
0900 – 1030	Discussion: The force field analysis Recap of yesterday Organizational interventions behavioral structural technological
1030 – 1045	MORNING BREAK
1045 - 1300	Business Process Improvement End Of session

*** This program is subject to change**