



CHANGESUPERHERO

CHANGE *toolkit*





Introduction

Change Superhero was started **accidentally** by Sharon Connolly in the early days of COVID lockdown in 2020.

Aware that many change managers would be desperately scrabbling for artefacts to support new ways of working, Sharon started to share a few collaborative working templates.

These included technical tips for running online, along with tips to keep teams motivated, and essential mental health care.

As the pandemic continued, Sharon continued to create and share artefacts, quickly growing a large following on LinkedIn.

People started asking how they could learn to create these infographics for themselves.

The first infographics course ran in May 2020, and since then over 2000 have attended training, and the templates have been downloaded over 100,000 times.

Change Superhero now offers eight courses. Delivering practical, achievable solutions, using Software we already own.

Course content is tailored for Change Managers and project professionals working in corporate organisations.

The response for the templates was phenomenal. We had emails from all over the world telling us how useful they have been.





Course Introduction

Change Management 101

Imagine you've arrived on day one, in a new organisation, tasked with delivering a six-month change. You have a blank canvas. The organisation has no toolkit, they've never had a change manager before, and the project doesn't know what to expect.

This is your change roadmap.

The tools to articulate what you are going to do, why and how, and the templates to ensure you get it done!

Hit the ground running

Just get it done Who should attend?

Change Managers

Experienced change managers without a standard delivery toolkit or who are feeling overwhelmed with their current project.

Change Analysts

Change Analysts who aspire to lead future change and want to understand the moving parts and artefacts required for end-to-end change delivery.

Project Professionals

Project Managers, BA's, EA's. Other project professionals to need a framework to deliver no-nonsense change.

It's a **common-sense**, easy to follow, easy to implement framework. Designed to help you plan the change, and then create artefacts to communicate to your stakeholders, and then deliver.



Objectives

At the end of the course

You will:

- Feel confident about your change management skills. Understand your strengths, and areas for development, and recognise the areas of delivery you'd rather outsource.
- Be able to recommend a change strategy suited to your skill-set and preferred way of working.
- Identify where you'll need additional support from SME's or other experts.
- Be able to articulate what is, and is not included in your change delivery.
- Have the tools and templates required to plan, communicate and deliver the project.
- Have tools to help you re-focus when the going gets tough, and you have trouble staying on track



Show me the detail

- **Skill Discovery**
What you are good at, what you want to get better and what you want to avoid.
- **Change Planning**
Making recommendations based on your skill-set
- **Explaining Change**
How to communicate Change Management to stakeholders who don't understand Change Management.
- **Scoping Change**
How to articulate change complexity and impact
- **Designing Change**
A toolkit to spark creativity enabling you to design and propose the change along with the artefacts you'll need to delivery it.

With artefacts for...

- Roadmaps
- Timelines
- Delivery schedules
- Stakeholder engagement
- Impact Analysis
- Communications Plans
- Training planning
- Newsletters
- Progress metrics
- Customer Journeys, and much more

You'll leave with templates to help you think, design and deliver.

You'll feel confident to design and delivery change using your strengths and explore areas you'd like to develop as a change manager.



Who *delivers this?*

Sharon Connolly is a Financial Services Change Leader. Since moving to Sydney in 2015, she's worked as a Change Manager for Westpac, BT, MLC, The Star, TAL and AMP.

Before relocating to Sydney, Sharon worked as a self-employed consultant for more than 20 years, including seven years in Singapore. She delivered her first online training course via Webex in 1993! That's almost 30 years of experience teaching online.

She's a published author and experienced key-note speaker, even a TV presenter! In 2020 she was awarded an MVP (Most Valuable Professional) by Microsoft for her community sharing and education.



Change Management is mostly common sense delivered in the right order. The problem is, common sense isn't that common!

We add shortcuts and hacks to builds on your existing skills and show you creative, innovative ways to get results.

Approach every change project like you are an entrepreneur in a start-up. You'll be amazed at what you can achieve.





How does it work?

Courses are delivered **live** online, via Webex.

Grab grab a glass of wine or a cup of tea and dial in to watch step-by-step instructions to create infographics, videos, and other essential change artefacts using Microsoft Office.

Most sessions last 60-75 minutes and have 10-15 participants per class.

After the session, you'll receive session notes and a recording of the session you can download and keep.

Courses run on AEDT (Sydney time).

A recording of the session is sent within 24 hours so participants can re-watch and follow the instructions step-by-step at their own pace. Plus there is a Facebook group where course alumni share work and provide support and help.

What do I do?

Sign up and pay via the website. We take Paypal and major credit cards. We can also invoice a company and accept payment via bank transfer.

You'll receive an email confirmation and payment receipt.

We recommend you test the Webex application in advance of the course. You can download the desktop application (recommended) or, use the web version. If you use the web version you may need to dial in on your phone to hear the audio.

You'll receive a reminder 24 hours before the course starts, and a further reminder with the Webex details around an hour before the class starts.

What if I'm not happy?

We're here to help anyone needing extra support. We answer all support questions and are happy to catch up for a 15 minute follow-up online session if required.

If the training does not meet your expectations, we offer a full refund. No questions asked.

Its a great community

THE WORLD IS OURS

Visit the website to see hundreds of lovely comments from the Change Superhero alumni.

Sharon courses and templates are outstanding - her online courses are fun and very 'two way' and her templates offer insights and suggestions based on her significant skill and experience. If you haven't signed up to one of her courses yet, head on over and enrol - you won't regret it!

I have left with so many top tips, short cuts.

Sharon is one of the most passionate and informative online trainers that I have experienced.

Sharon, you are an absolute master at what you do! In a world where we are inundated with emails & resources that promise to save us time or change our life, your content stands head and shoulders above the rest!

I love watching her creations being built and attending the courses because they are very inspiring and have definitely helped me to think outside of the proverbial box and expand my creativity and imagination.

As a Change Manager myself, your amazing templates and ideas have helped me to breathe new life into my tired old presentations! There is an endless array of topics and ideas and often I find myself combining a couple for even more 'wow' .

You provide such a brilliant resource. The courses I've attended have been fantastic. So much packed into them - and I am always amazed.





Attend a scheduled session, or purchase a video.

Bundle packs available

Our Courses

PPT Infographics

Create stunning one-page summaries. Messaging that gets read.

Outlook Marketing

Transform your project comms by learning how to create impactful bulletins, personalised emails,.

Excel Dashboards

Pivots, charts and beyond. Discover how you can create interactive dashboards with just four Excel formulae.

PowerPoint Playbooks

Learn how to create attractive, e-book style documents to be read, not presented.

PowerPoint Videos

Transform training and comms messaging by producing videos
No design agency required

Bullets to Brilliance

Don't know where to start? This session shows what to include to deliver compelling PowerPoint packs.

SharePoint sites

Design your single-source of truth for change delivery professionally designed website.

The Change Toolkit

Change Management 101.
Common sense design delivery and artefacts.



CHANGESUPERHERO

www.changesuperhero.com.au
Sharon@changesuperhero.com.au