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| Title: | **Understanding innovation and change in an organisation**  |
| Level: | **3** |
| Credit value: | **2** |
| Unit guided learning hours | **9** |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Understand innovation and change in an organisation
 | 1.11.21.3 | Explain the benefits of innovation and change for the organisationIdentify the barriers to change and innovation in the organisation Explain practical ways of overcoming these barriers  |
| 1. Understand how to plan, monitor and review the implementation and communication of innovation and change in an organisation
 | 2.12.2 | Describe which planning, monitoring and review techniques could be used to manage innovation and changeExplain why communication is important in successful implementation of innovation and change |
| 1. Understand the effects of innovation and change on people and teams in an organisation
 | 3.1 | Explain possible human effects of innovation and change upon people and teams in an organisation |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop knowledge and understanding of innovation and change as required by a practising or potential first line manager. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to Management & Leadership 2008 NOS: C2, C5, C6 |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) |  |
| Support for the unit from a sector skills council or other appropriate body (if required) | Council for Administration (CfA) |
| Equivalencies agreed for the unit (if required) | M3.02 – Understanding change in the workplace |
| Location of the unit within the subject/sector classification system | 15.3 – Business Management |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * The benefits of change and the consequences of not changing
* The role of change in the survival and prosperity of organisations
* Concepts of creativity and innovation and their significance for organisational success and change management
* Barriers to change and innovation – how to identify them and other difficulties in implementing change
* Means of overcoming barriers and difficulties including unfreezing and freezing techniques
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| 2 | * Methods to monitor and control progress of innovation and change against plan, including use of Gantt charts, network planning
* The role of communication in successful implementation of innovation and change
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| 3 | * Change fatigue and its adverse effects
* Ways to organise and co-ordinate resources and activities to achieve planned innovation and change
* Direct and indirect aspects of innovation and change – human and financial effects upon other people, departments and organisations
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