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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 | | | 1.1  1.2  1.3 | Explain the benefits of innovation and change for the organisation  Identify 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 | | | 2.1  2.2 | Describe which planning, monitoring and review techniques could be used to manage innovation and change  Explain 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 | | | |
| 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 | | | |
| 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 | | | |