



**COURSE OVERVIEW TM0114**

**Introduction to Management of Change – Plant & Process**

**Course Title**

Introduction to Management of Change – Plant & Process

**Course Date/Venue**

August 10-14, 2026/Online Virtual Training

**Course Reference**

TM0114



**Course Duration/Credits**

Five days/2.75 CEUs/27.5 PDHs

**Course Description**



***This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our software tools.***

Management of Change (MOC) in the context of plant and process operations is a critical practice aimed at ensuring that any changes to a process are properly reviewed, analyzed and implemented in a controlled and coordinated manner. This minimizes risks and potential impacts on safety, environment and efficiency.



This course is designed to provide participants with a detailed and up-to-date overview of Introduction to Management of Change - Plant & Process. It covers the identification and assessment of changes; the risk assessment and analysis and change impact analysis; the change approval and implementation process; the change request and approval workflow; and the implementation and execution strategies, documentation and record-keeping.



During this interactive course, participants will learn the accountability and ownership, cross-functional coordination, training and competency requirements; the continuous monitoring techniques, key performance indicators (KPIs) and audit and review process; and the emergency changes and response planning covering emergency change protocols, crisis management, communication and contingency planning.



### **Course Objectives/Outcomes & Benefits for the Participants**

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain a basic knowledge on management of change in plant and process
- Identify and assess changes as well as carryout risk assessment and analysis and change impact analysis
- Apply change approval and implementation process including change request and approval workflow, implementation and execution strategies, documentation and record-keeping
- Recognize accountability and ownership, cross-functional coordination, training and competency requirements
- Carryout continuous monitoring techniques, key performance indicators (KPIs) and audit and review process
- Employ emergency changes and response planning covering emergency change protocols, crisis management, communication and contingency planning

### **Who Should Attend**

This course provides an overview of all significant aspects and considerations of management of change in plant and process for senior executives and leaders, plant managers and supervisors, operations team, engineering and maintenance teams, human resources, change management team/facilitators and external consultants/experts.

### **Training Methodology**

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures  
20% Practical Workshops & Work Presentations  
30% Hands-on Practical Exercises & Case Studies  
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### **Learning Design & Customization**


This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

### Course Certificate(s)


Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

### Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.
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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **2.75 CEUs** (Continuing Education Units) or **27.5 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

**Course Instructor(s)**

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Dr. Chris Le Roux**, PhD, M.Com, B.Com (Hons), PMP, Industrial Psychologist (HPCSA Reg.), PMI-ATP Instructor PMI-PMP, PMI-CAPM Instructor is a **Senior Management Consultant & Project Management Professional** with over **30 years** of combined engineering, managerial, consulting, counseling, and international training experience across Africa, the Middle East, the Gulf region, and Europe. His expertise lies extensively in the areas of **Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling, Cost Control, and Earned Value Management, Project Management (Predictive, Agile, and Hybrid), PMO setup and governance, Project Delivery & Governance Framework, Project Management**

**Practices, Project Management Disciplines, Risk and Contract Management** (including contract development, tendering, dispute resolution, and claims), **Risk Identification Tools & Techniques, Project Life Cycle, Stakeholder Management and Communication, Performance Coaching and Difficult Conversations, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management, Project Communications Management, Leadership Orientation Programme, Leadership & Team Development, Psychology of Leadership, Interpersonal Skills & Teamwork, Coaching & Mentoring, Innovation & Creativity, Leadership & Performance Management, Leadership Communication, Leadership Excellence for Senior Management, Supervisory, Leadership, Coaching & Mentoring, Leadership, Communications & Interpersonal Skills, Administrative Leadership Skills, Office Management & Administration Skills, Contract Management, Tender Development, Contract Standards & Laws, Dispute Resolution & Risk Identification, Myers-Briggs Type Indicator (MBTI), Organization Development Consultation, Advanced Debriefing of Emotional Trauma, Interpersonal Motivation, Model Based Interviewing, Coaching & Motivation, Creative Thinking & Problem-Solving Techniques, Effective Business Writing Skills, Writing Business Documents, Business Writing (Memo & Report Writing), Project Risk Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Business Performance Management & Improvement, Building Environment of Trust & Commitment, Win-Win Negotiation Strategies, Quality Improvement & Resource Optimization, Neuro Linguistic Programming (NLP), Personal Resilience Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation Skills, Inventory Management and Financial Administration. Further, he has also led or supported Training Needs Analyses (TNA), large-scale capability development programs, and leadership pipelines for technical, operational, and graduate employees. He is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis.**

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Training & Development General Manager, Departmental Head (Electrical), Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Senior HR Consultant, Senior Lecturer / Academic Supervisor, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals, International Trainer, and Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars and CBM Training.

Dr. Le Roux has a **PhD in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Qualified Electrical & Mechanical Engineering** from **Germiston College, South Africa**. Further, he is a **Certified Project Management Professional (PMP)**, a **PMI Authorized Training Partner (ATP) Instructor**, a **Certified Associate in Project Management (PMI-CAPM)**, a **Certified Scrum Master Trainer** by the VMedu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

**Virtual Training (If Applicable)**

If this course is delivered online as a Virtual Training, the following limitations will be applicable:-

Certificates	Only soft copy certificates will be issued to participants through Haward’s Portal. This includes Wallet Card Certificates if applicable
Training Materials	Only soft copy Training Materials (PDF format) will be issued to participant through the Virtual Training Platform
Training Methodology	80% of the program will be theory and 20% will be practical sessions, exercises, case studies, simulators or videos
Training Program	The training will be for 6 hours per day starting at 0800 and ending at 1400
H-STK Smart Training Kit	Not Applicable
Hands-on Practical Workshops	Not Applicable
Site Visit	Not Applicable
Simulators	Only software simulators will be used in the virtual courses. Hardware simulators are not applicable and will not be used in Virtual Training

**Course Fee**

**US\$ 2,750** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

**Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day 1: Monday, 10<sup>th</sup> of August 2026**

0800 – 0830	<i>Registration &amp; Coffee</i>
0830 – 0845	<i>Welcome &amp; Introduction</i>
0845 – 0900	<b>PRE-TEST</b>
0830 – 0930	<b>Introduction to Management of Change</b>
0930 - 0945	<i>Break</i>
0945 – 1030	<b>Definition of Change Management in Plant &amp; Process</b>
1030 – 1100	<b>Why Change Management is Crucial</b>
1100 – 1215	<b>Regulatory Framework &amp; Compliance</b>
1215 - 1230	<i>Break</i>
1230 – 1300	<b>Identifying &amp; Assessing Changes</b>
1300 - 1350	<b>Types of Changes (Temporary versus Permanent)</b>
1350 – 1400	<b>Recap</b>
1400	<i>End of Day One</i>



**Day 2: Tuesday, 11<sup>th</sup> of August 2026**

0800 – 0900	<i>Risk Assessment &amp; Analysis</i>
0900 – 0930	<i>Change Impact Analysis</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Tools and Techniques</i>
1100 – 1130	<i>Change Approval &amp; Implementation Process</i>
1130 – 1230	<i>Change Request and Approval Workflow</i>
1230 – 1245	<i>Break</i>
1245 – 1330	<i>Implementation and Execution Strategies</i>
1330 – 1350	<i>Documentation and Record-Keeping</i>
1350 – 1400	<i>Recap</i>
1400	<i>End of Day Two</i>

**Day 3: Wednesday, 12<sup>th</sup> of August 2026**

0800 – 0900	<i>Best Practices</i>
0900 – 0930	<i>Roles &amp; Responsibilities</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Defining Team Roles</i>
1100 – 1130	<i>Accountability and Ownership</i>
1130 – 1230	<i>Cross-Functional Coordination</i>
1230 – 1245	<i>Break</i>
1245 – 1330	<i>Training &amp; Competency Requirements</i>
1330 – 1350	<i>Monitoring &amp; Auditing Change</i>
1350 – 1400	<i>Recap</i>
1400	<i>End of Day Three</i>

**Day 4: Thursday, 13<sup>th</sup> of August 2026**

0800 – 0900	<i>Continuous Monitoring Techniques</i>
0900 – 0930	<i>Key Performance Indicators (KPIs)</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Audit and Review Process</i>
1100 – 1130	<i>Lessons Learned and Continuous Improvement</i>
1130 – 1230	<i>Break</i>
1230 – 1245	<i>Emergency Changes &amp; Response Planning</i>
1245 – 1330	<i>Emergency Change Protocols</i>
1330 – 1350	<i>Crisis Management &amp; Communication</i>
1350 – 1400	<i>Recap</i>
1400	<i>End of Day Four</i>

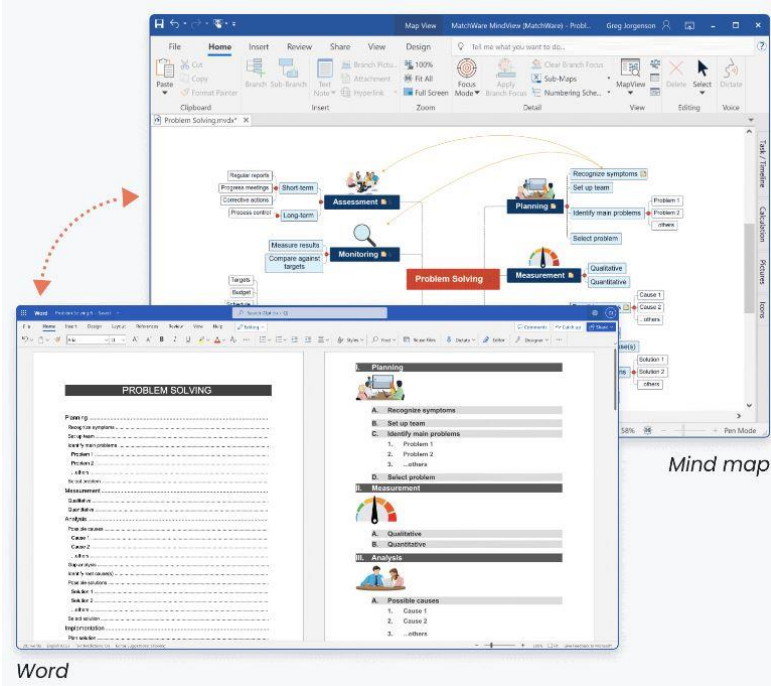
**Day 5: Friday, 14<sup>th</sup> of August 2026**

0800 – 0900	<i>Scenario-Based Exercises</i>
0900 – 0930	<i>Contingency Planning</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Simulating a Change Process</i>
1100 – 1215	<i>Guided Simulation of a Change Process</i>

1215 – 1230	Break
1230 – 1300	<b>Group Work &amp; Role-Playing</b>
1300 – 1330	<b>Reflection &amp; Feedback</b>
1330 – 1345	<b>Course Conclusion</b>
1345 – 1400	<b>POST TEST</b>
1400	End of Course

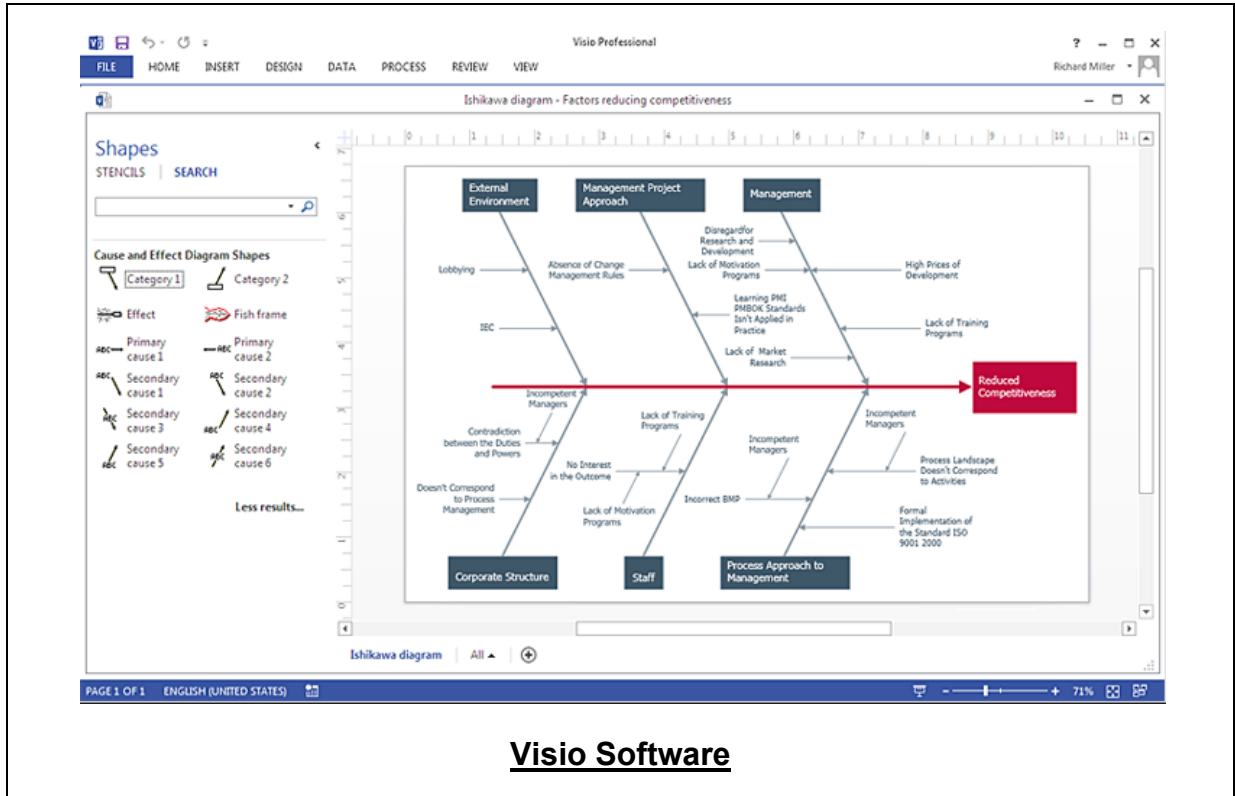
**Software Tools Demonstration**

Practical sessions will be demonstrated through software tools during the course for delegates. Delegates will have an opportunity to understand the exercises using the “Mindview Software”, “Visio Software”, “ChatGPT” and “PMI Infinity”.

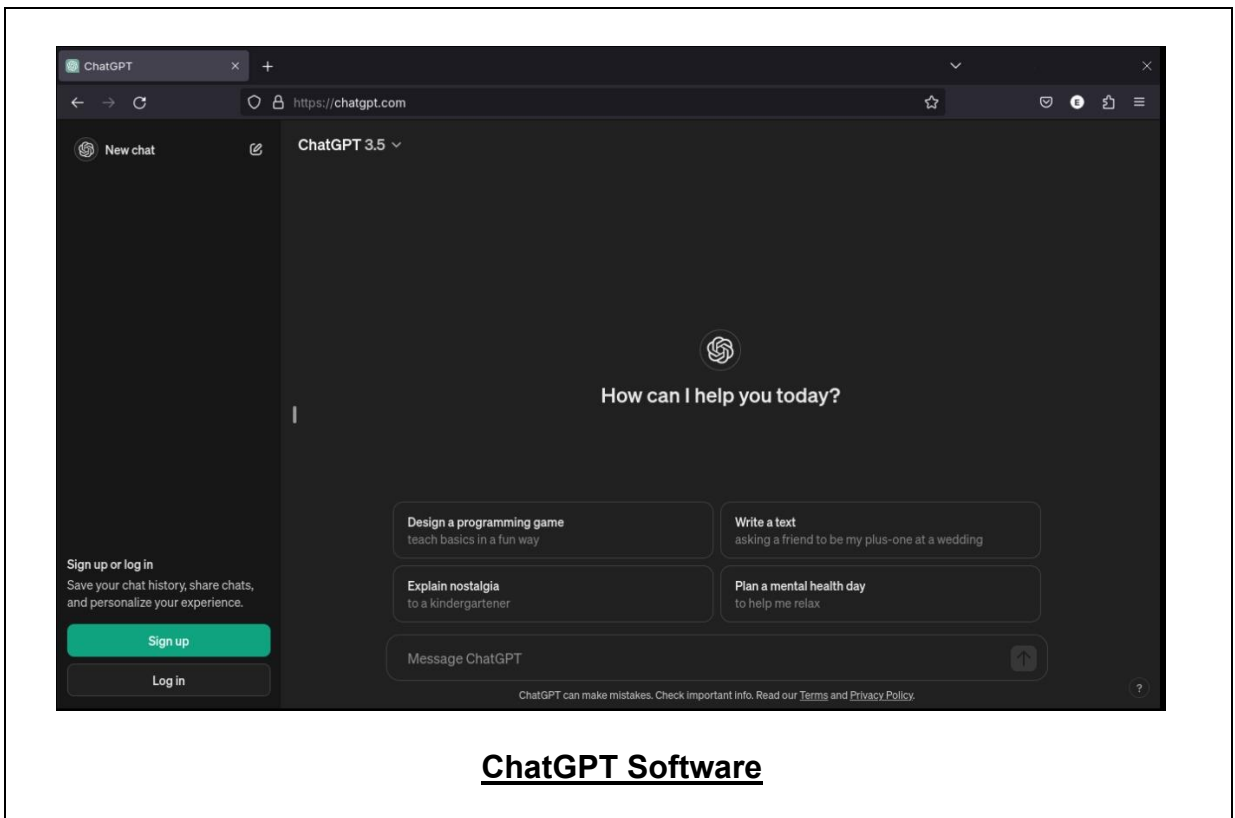


The image shows a screenshot of the Mindview Software interface. At the top, a mind map is displayed with a central node labeled 'Problem Solving' and several branches including 'Assessment', 'Planning', 'Monitoring', and 'Measurement'. Below the mind map, a Microsoft Word document is open, showing a structured document with sections corresponding to the mind map nodes. The document content includes sections for 'PROBLEM SOLVING', 'Planning', 'Measurement', and 'Analysis'. A red dashed arrow points from the mind map to the Word document, indicating the synchronization between the two. The text 'Mind map' is written next to the mind map, and 'Word' is written below the document window.

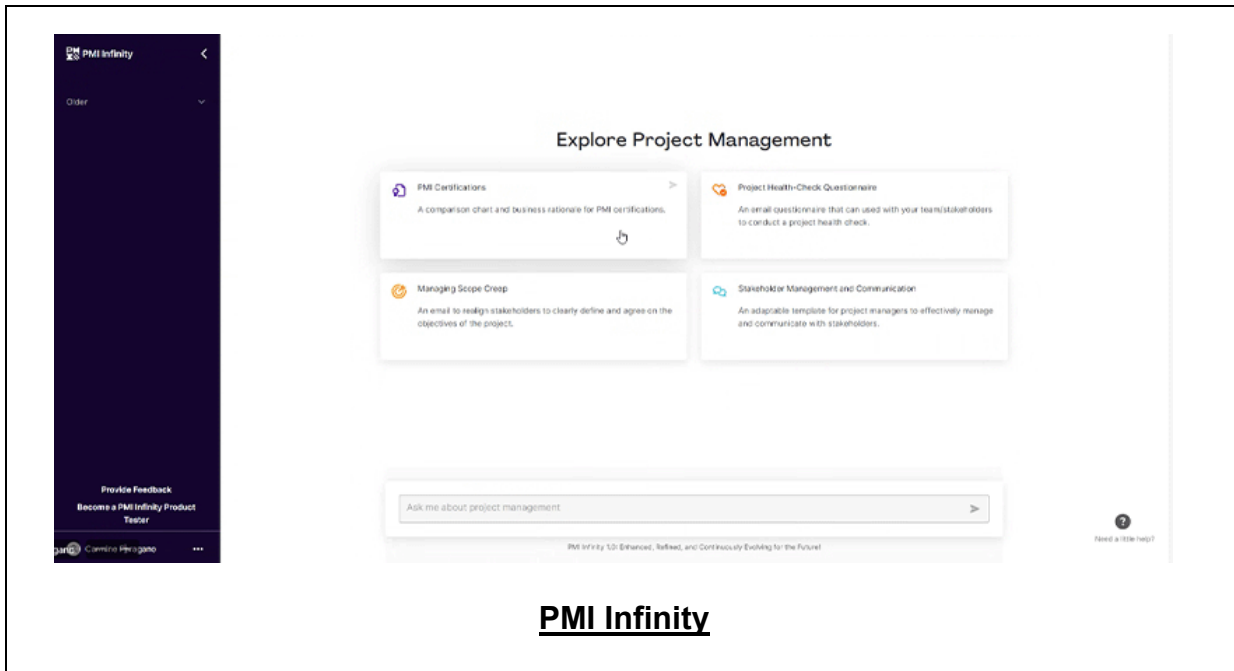
**Mindview Software**



**Visio Software**



**ChatGPT Software**



**Course Coordinator**

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