WORKNC-3J: ADAPTABILITY IN THE WORKPLACE

Effective Term
Fall 2024

CC Approval
03/07/2025

AS Approval
03/13/2025

BOT Approval
03/20/2025

COCI Approval
05/15/2025

SECTION A - Course Data Elements

CB04 Credit Status
Noncredit

CB22 Noncredit Category
Workforce Preparation

Discipline

Minimum Qualifications	And/Or
Vocational (short-term): Noncredit (Specific Degree and Professional Experience)	

Subject Code
WORKNC - Work Experience Noncredit
Course Number
3J

Department
Work Skills Noncredit (WORKNC)

Division
Career Education and Workforce Development (CEWD)

Full Course Title
Adaptability in the Workplace

Short Title
Adaptability in the Workplace

CB03 TOP Code
0506.00 - *Business Management

CB08 Basic Skills Status
NBS - Not Basic Skills

CB09 SAM Code
C - Clearly Occupational

Rationale
Course updated due to renumbering.

SECTION B - Course Description

Catalog Course Description

This course is designed to provide the participant with an understanding of change and the influence it has on an organization and the individuals in that organization. Topics will include understanding organizational change, stages of change, and how to manage organizational change.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

Yes

Repeatability

Unlimited - Noncredit OR Work Experience Education

Grading Options

Pass/No Pass Only

Allow Audit

No

Requisites

SECTION D - Course Standards

Is this course variable hour?

No

Total Instructional Hours

9

Distance Education Approval

Is this course offered through Distance Education?

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Hybrid	Permanent
Entirely Online	Permanent

SECTION E - Course Content

Student Learning Outcomes

	Upon satisfactory completion of the course, students will be able to:
1.	Compare and contrast the stages of change and how to effectively deal with each stage.

Course Objectives

	Upon satisfactory completion of the course, students will be able to:
1.	Recognize the rate of change in organizations today.

Course Content

1. Change
    a. Definition
    b. Why are we experiencing more change today than ever before?
    c. How does change make you feel?
    d. What is your attitude towards change?
    e. Recognize the rate of change in organizations today.
2. Four Stages of Change

     a. Denial

     b. Resistance

     c. Exploration

     d. Commitment

     e. Compare and contrast the stages of change and how to effectively deal with each stage.

3. Resistance to Change

     a. Reasons for resistance

        i. Politics and power strategies

       ii. Misunderstanding and lack of trust

      iii. Different assessments of the situation

      iv. Fear

       v. To save face

     b. Why do people resist change in your organization?

     c. Experiential learning activity

4. Tactics for dealing with resistance

     a. Education and communication

     b. Participation

     c. Facilitation and support

     d. Negotiation

     e. Co-optation

     f. Manipulation

     g. Coercion

     h. Evaluate the symptoms of resistance to change in order to effectively deal with that resistance.

5. Shifting Paradigms to manage change

     a. Definition

     b. Old paradigms

     c. New paradigms

     d. What paradigms exist in your workplace?

     e. What seems impossible to do today in your workplace, but if you could do it, would fundamentally change the way you do business?

     f. Experiential learning activity: Develop the skills necessary for managing change.

6. Communicating Change

     a. Tips for communicating change

     b. Steps to take when meeting with a group

     c. Avoid defensive communication

     d. Defensive vs.. supportive climate

     e. How is change communicated in your organization?

     f. Experiential learning activity: Describe appropriate ways to communicate change.

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Group Work	Individual and group problem solving
Discussion	Case analysis
Activity	Role playing and classroom simulations

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
Chat Rooms
Discussion Boards
E-mail Communication
Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
Discussions
Group Work

Course design is accessible
Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Essays/Papers	Oral and/or written case analysis
Projects	Oral and/or written action plans
Portfolios	Journal completion

Assignments

Reading Assignments

1. Textbook
2. Current articles in newspapers, magazines, and business periodicals
3. Materials handed out in class

Writing Assignments

1. Written scenario analysis

2. Action Plan

3. Multiple worksheets handed out in-class

4. Journal entries on how student applied techniques learned in class to various environments including the workplace and at home.

SECTION F - Textbooks and Instructional Materials

Material Type
Textbook

Author
Jefferey M. Hiatt

Title
Employee's Survival Guide to Change

Edition/Version
3rd edition

Publisher
Prosci Learning Center Publications

Year
2013

ISBN #
978-1930885622

Course Codes (Admin Only)

ASSIST Update
No

CB00 State ID
CCC000639374

CB10 Cooperative Work Experience Status
N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status
J - Workforce Preparation Enhanced Funding

CB13 Special Class Status
N - The Course is Not an Approved Special Class

CB23 Funding Agency Category
Y - Not Applicable (Funding Not Used)

CB24 Program Course Status
Not Program Applicable

Allow Pass/No Pass
Yes

Only Pass/No Pass
No