

Adoption and Change Management

Managing change in an organization

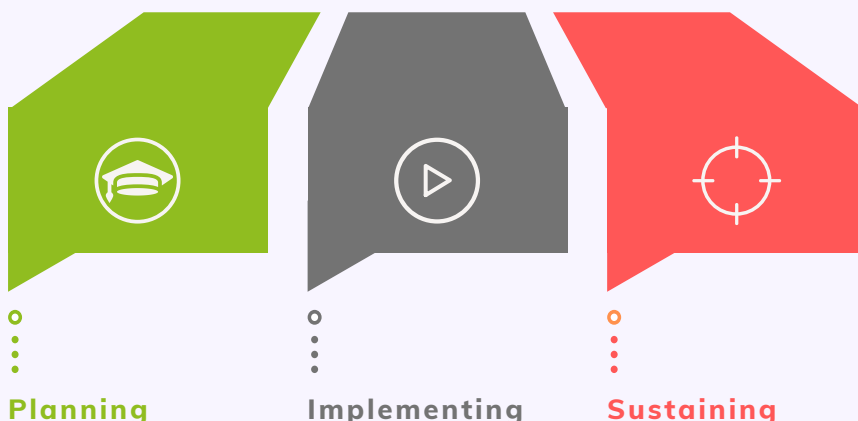


Integrity Partners and **Silfra Consulting** - digital transformation experts offering support in change adoption methodologies and implementing cloud technologies based on **Microsoft** services - have joined forces.

As a result, we present a comprehensive offer designed for companies and institutions facing the need to increase work efficiency and streamline business processes based on Microsoft 365 solutions. The collaboration of experts in Microsoft Cloud solutions and Prosci® methodology - known from the ADKAR model, resulted in a carefully prepared path to successfully guide the organization through the change process.

Microsoft chooses Prosci® methodology as a global tool for implementing change.

The **Adoption and Change Management** service is divided into 19 modules, from which it is up to the customer to tailor those elements that suit the needs and sophistication of the change process. Both companies were beginning to discuss the direction of transformation, and those seeking expert support for projects already underway - will find suitable proposals in one of 3 categories.



0 Planning

Introduction to change management

- What is change management?
- Why is it important?
- How does it affect the organization?
- Introducing the modular offering

- For the entire organization
- Group of up to 10 people
- 1-2 hours

2 Planning

PROSCI® and change management for sponsors

- Use of the PROSCI® methodology and the ADKAR model
- Explanation of the sponsor's roles
- The correct approach to change management in the organization

- Decision makers
- For Sponsors
- 8 hours

4 Planning

PROSCI® and change management for change leaders

- Closed or open workshop on change management based on the PROSCI® methodology
- Theoretical, practical, and tool training necessary for effective change management
- Develop a change management plan to improve the effectiveness of your project

- For change leaders in the organization
- Workshop completed with PROSCI® Change Management certification
- Three days

6 Planning

Change management strategy

- Workshop with Sponsors - definition of goals and expectations
- Workshop with selected individuals - analysis of readiness, risk, impact, key points of resistance
- Synchronization of the project schedule with the change schedule
- Initial analysis of readiness for change
- Risk analysis and definition of the purpose of the change

8 Planning

Communication plan and schedule

- In-house work
- Work with representatives of the client
- Presentation of plans to the project team

- For those responsible for developing change management plans in communication, Sponsors, and manager involvement.

1 Planning

Determining the scope of work

- Determining the scope of the Microsoft 365 implementation
- Analyze the current use of Microsoft 365
- Determine business success criteria
- Basic Microsoft 365 demonstration

- IT department
- Representatives of organizational units
- Group of up to 20 people
- 8-12 hours

3 Planning

PROSCI® and change management (basic workshop)

- Introductory workshop for people involved in the project

- Individuals from the project team
- 8 hours

5 Planning

PROSCI® and change management for managers

- Gain skills to deal with barriers to change
- Proactively lead their teams
- Define the role of managers in the change process
- Practical templates and tools necessary for an effective change leader

- For managers
- One day

7 Planning

Training plan and schedule

- Analysis of data collected from the community interview
- Preparation of a report identifying areas in need of training
- Plan for improving the organization's work efficiency and competence.

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Implementing

Presentations of the Microsoft 365 suite

- Conduct presentations on Microsoft 365 components and how they can be used in practice

- For the entire organization
- Remote model
- 2-3 hours

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Implementing

Workshop for IT administrators

- Presentation of issues related to administration, troubleshooting, and application of best practices in the area of Microsoft 365 package management

- For technical departments
- Group of up to 10 people
- Up to 6 hours

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Implementing

Sustaining

Workshop for Ambassadors

- Discussing the role of Ambassadors and developing the concept of selecting them
- Preparing Ambassadors for their role in the change management process
- Periodic sessions with Ambassadors, additional content support, also in a one-on-one model
- Three inspirational workshops 9

- For business people
- Group up to 15 people
- Workshops of up to 4 hours
- Sessions of 40 hours

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Implementing

Sustaining

Seminars for employees - advanced

- Conducting a series of employee training sessions according to the training plan and schedule

- For the entire organization
- Groups of up to 100 people
- One training session of up to 2 hours

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Sustaining

Review of the effects of adoption

- Review of the degree of use of Microsoft 365 applications by the organization
- A report summarizing the current status with corrective proposals

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Sustaining

Implementation support (2/2)

- Support in implementation of individual activities as needed
- Working with Sponsors and Managers
- Working with resistance to change

- 40 hours

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Sustaining

Implementing

Seminars for employees - basic

- Conducting a series of employee training sessions according to the training plan and schedule

- For the entire organization
- Groups of up to 100 people
- One training session of up to 2 hours

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Sustaining

Implementing

Self-learning/e-Learning materials

- Prepare and make internal training materials available on the Microsoft 365 platform in the form of video e-learning, enabling employees' self-improvement.

- For the entire organization
- Video materials

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Sustaining

Implementation support (1/2)

- Package of hours dedicated to supporting team activities - to be used during implementation

- 40 hours

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Sustaining

Inspirational speech on the topic of change

- Support of events for managers and employees on the changes implemented in the company

- 1 speech - 1.5 hour

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More about us



We are an expert company. We support our clients' digital evolution by implementing cutting-edge solutions to improve their productivity and business security.

Our value as a partner is based on advanced managed services and a limited selection of technologies within two market megatrends - cloud and cybersecurity.

Every day we build the Integrity Partners brand by providing innovative solutions composed of advanced services and technologies from global IT manufacturers.



For more than 20 years, Silfra Consulting has specialized in business transformation, digitalization, and change implementation in significant companies.

In Poland, the Czech Republic, and Slovakia, we are the exclusive partner of Prosci®, a global leader in Change Management whose methods are used by 80% of Fortune 100 companies.

We also work with other Prosci® partners in more than 20 countries. In the field of change management, we work closely with Microsoft, which uses the Prosci® change management methodology to implement its solutions worldwide.

Cooperate with us!

Scan the QR Code and learn
more about the offer.

