

PROSCI® CHANGE MANAGEMENT CERTIFICATION PROGRAM CHECKLIST

<input type="checkbox"/>	Transport to and from the venue?
<input type="checkbox"/>	Booked accommodation before or after the program? (only if required)
<input type="checkbox"/>	Laptop (not a tablet or iPad) with USB Port (not encrypted) and Microsoft Office (Word, Excel, PowerPoint) min system requirement: <ul style="list-style-type: none"> • PC: 2007 and later • Mac: 2008 and later
<input type="checkbox"/>	USB memory stick
<input type="checkbox"/>	Power cable
<input type="checkbox"/>	Pre-work: printed & emailed to Prosci <ul style="list-style-type: none"> • Project Summary • Prosci Project Change Triangle (PCT) Assessment • Change Definition Checklist
<input type="checkbox"/>	Set up your Prosci Portal – you will receive your access one week prior to your program.
<input type="checkbox"/>	Downloaded the following documents to your desktop: <ul style="list-style-type: none"> • Impact Index Assessment (under Downloads / Assessments) • Prosci Library of Figures (under Downloads / Presentations)
<input type="checkbox"/>	ADKAR® audio book – Listen to chapters 1-7 (this will be available in your portal) and/or read the overview (you will find the link in the confirmation of registration email and pre-work emails). You will receive your paperback copy of the ADKAR book at the program.

<input type="checkbox"/>	Prosci pre-read guide – read
<input type="checkbox"/>	Cash or credit card to pay for drinks and other incidentals
<input type="checkbox"/>	Smart casual dress code
<input type="checkbox"/>	Special dietary requirements or special requests?
<input type="checkbox"/>	Layered clothing as we will be in an air-conditioned conference room
<input type="checkbox"/>	Flat, comfortable footwear for outdoor activity