

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) minimum 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 completed, emailed to prework_anz@prosci.com and have a copy saved to your laptop.
<input type="checkbox"/>	Set up your Prosci Portal – you will receive your access one week prior to your program – and 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) • Change Management Strategy Presentation Template (in Downloads, under 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 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 with flat, comfortable footwear for outdoor activity and layered clothing as you will be in an air-conditioned conference room
<input type="checkbox"/>	Special dietary requirements or special requests?