PROSCI® CHANGE MANAGEMENT CERTIFICATION PROGRAM CHECKLIST

☐	Transport to and from the venue?
☐	Booked accommodation for the program? (only if required)
☐	Laptop (**not a tablet or iPad**) with USB Port (not encrypted) and Microsoft Office (Word, Excel, PowerPoint) min system requirement: • PC: 2007 and later • Mac: 2008 and later
☐	USB memory stick
☐	Power cable
☐	Pre-work completed, emailed to <u>prework_anz@prosci.com</u> and have a copy saved to your laptop.
☐	Set up your Prosci Portal – you will receive your access one week prior to your program – and downloaded the following documents to your desktop: • Impact Index Assessment (under Downloads / Assessments) • Prosci Library of Figures (under Downloads / Presentations) • Change Management Strategy Presentation Template (in Downloads, under Presentations)
☐	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.
☐	Prosci pre-read guide – read
☐	Smart casual dress code with flat, comfortable footwear for outdoor activity and layered clothing as you will be in an air-conditioned conference room
☐	Special dietary requirements or special requests?
☐	Layered clothing as you will be in an air-conditioned conference room

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