

UNIVERSITY OF REGINA

GBUS 860-001

Managing Change

Winter 2020

8:30 am – 4:30 pm

Tuesday, January 21st to Saturday, January 25th

Room ED 514

Professor: Allison Goldman
Office: Sessional Office, Floor 5, Education Building
E-mail: UR Courses email or Allison.Goldman@uregina.ca
Office Hours: Feel free to make an appointment for a time that suits your schedule, or you can reach me by email or telephone (mobile – 1-310-880-9023).

TEXTBOOK:

- The textbook will be listed on UR Courses.
- Supplemental reading and case material. Links will be made available through UR Courses.

COURSE DESCRIPTION:

This course has two main goals. The first goal is to provide students with an understanding of the theory underlying the practice of organizational change management. The second goal is to provide students with the basic skills needed to effectively plan and implement organizational change. In order to facilitate these goals, students will be exposed to a variety of information and experiences through readings in the text, articles on change, business cases, and a project to develop a change initiative for an organization. The class will emphasize the roles of change agents and the strategies they employ. Examples of interventions in change situations will be highlighted through the cases explored.

LEARNING OBJECTIVES:

Upon successful completion of this course you will:

1. Understand the context for organizational change and transformation
 - a. What is going on in your world now and how it is driving the need for change
 - b. The continuum of incremental adaptation to total transformation
 - c. The fundamentals of strategic organization design
2. Understand your role as a leader during change
 - a. How to mobilize resources and achieve the goals of the change initiative
3. Understand and apply an organizational change process
 - a. Effective frameworks for managing change
 - b. How to promote awareness of the need for change
 - c. Set the strategic direction

- d. Assess and build readiness for change
4. Anticipate, recognize and mitigate resistance to an upcoming change
5. Develop a change plan for an upcoming change

As part of this process, by the end of the term, you will be able to:

- Diagnose the need for change
- Identify the appropriate levels for change (organizational, group, and/or individual)
- Design the overall change needed
- Select the right change team
- Develop and communicate a change vision and goals
- Implement the change
- Assess change results and ensure its continued success

COURSE EXPECTATIONS:

- This course will consist of a combination of lectures, seminar discussions, case discussions, videos, and group work. Your presence and active participation will make a significant difference to the dynamics of the class and the degree of learning that occurs. Therefore, you are expected to attend all sessions, on time, remain for the whole period, and make a positive contribution while present.
- Students are expected to prepare in advance for class to be able to effectively participate in class discussions. This includes reading the material that will be discussed in each class prior to attending.
- In this course, you will be encouraged and expected to engage in critical thinking. This will apply to class discussions, assigned readings, and assignments. Critical thinking involves being thoughtful, asking questions, and not taking things you read or are told at face value. As it relates to this course, critical thinking will require researching, understanding different viewpoints, and challenging underlying assumptions and beliefs. Through thinking critically, we are able to develop an appreciation for difference, ambiguity, and contradiction.

WRITING RESOURCES:

The University of Regina's Writing Clinic provides consultation for students in all disciplines and at all year levels. For further information, contact the clinic at 585-4076 or Room 230, Dr. William Riddell Centre. You can also visit the clinic at <http://www.uregina.ca/sdc>. The quality of your written expression will affect your grades!

ACADEMIC MISCONDUCT:

You are encouraged to interact with and learn from other students in this class. However, you are expected to behave with integrity and this includes adhering to the section on Student Behavior found in the Academic Calendar. Ask me in advance if you have any questions about misconduct.

GRADING:

Component	Percentage
Reading Summaries Assignment	20
Attendance & Participation	15
Group Case Write-Ups (5% each)	15
Case Exam/Presentation	20
Original Change Case + Teaching Note	30
Total	100

ASSIGNMENTS, READINGS, & EXERCISES:

You will be working primarily from the reading packet (see UR Courses) and though additional materials available on-line. Concepts and how they apply in organizations may appear simple on the surface, but typically they are more subtle, complex and difficult to apply. To understand the material covered in this course and do well in the assignments, it is crucial that you read the material BEFORE OUR FIRST CLASS SESSION on January 21st so that you can contribute thoughtfully to the class discussions and exercises.

READING SUMMARIES ASSIGNMENT (20%):

This is due via UR Courses (there will be a submission portal created on the main page of the course) on January 14th. This assignment is intended to give you a basic understanding of organizational change. Each student is required to complete 20 summaries of the course readings (book chapters and articles). Each summary should be one-two pages long. Each completed article summary is worth 1 point.

For each entry, the first section (The Idea in Brief) will summarize the content of the source, presenting its overarching thesis. What is the main content of the source? If this is a research article, what types of evidence does the author use? What is the author's main viewpoint/argument? How does the source relate to other relevant sources?

Sample Summary:

Schein, E. H. (Fall 1996). "Three cultures of management: The key to organizational learning." *Sloan Management Review*, 38(1)

The Idea in Brief

Every organization includes three key subcultures of management: Operator, Engineering, and Executive. "The three communities of executives, engineers, and operators do not really understand each other very well. A lack of alignment among the three groups and their core assumptions can hinder learning in an organization," and therefore cause change to fail.

Operator Culture

The operator culture is an internal organizational culture based on operational success:

- Organizational success depends on people's KSAs and commitment (especially at the level of line units).
- KSAs required for success are "local" and based on the organization's core technologies.
- No system is perfect. Operators must be able to learn and deal with surprises.
- Complex operations are non-linear, involve complex interdependencies, and often defy simple, quantitative explanations. Operators must to work as a collaborative team.

Engineering Culture

The engineering culture is world-wide, composed of the designers and technocrats who drive an organization's core technologies. Its key assumptions include the following:

- "Engineers" are proactively optimistic that they can and should master nature.
- "Engineers" are pragmatic perfectionists who prefer "people free" solutions.
- The ideal world is one of elegant machines and processes without human intervention.
- "Engineers" over-design for safety.
- "Engineers" prefer linear, simple, cause-and-effect, quantitative thinking.

Executive Culture

The executive culture is a world-wide occupational community focused on capital markets:

- **Financial Focus** -
 - Financial survival and growth to ensure returns to "shareholders" and to society.
 - **Self-Image: The Embattled Lone Hero**
 - Hostile, competitive environment where the CEO is isolated, yet in total control.
 - Executives must trust their own judgment.
 - **Hierarchical and Individual Focus**
 - Organization hierarchy is the primary means of maintaining control.
 - The organization must be a team, but accountability must be individual.
 - Experimenting and risk taking only to permit the executive to stay in control.
 - **Task and Control Focus**
 - Large organizations must be run by rules, routines (systems), and rituals
 - Ideal world is one in which the organization performs like a well-oiled machine.
 - People are a necessary evil, not an intrinsic value.
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Implications for Applying the Ideas

Organizations will not learn effectively until they recognize and confront the implications of these three cultures and their differences: stimulate communication that fosters a greater

level of mutual understanding. In communicating change to each of these audiences, recognize and communicate to deeply embedded (tacit), shared assumptions of executives, engineers, and operators.

ATTENDANCE & PARTICIPATION (15%):

Students are expected to be present and engaged in class. High levels of participation include such things as active involvement in class discussions, drawing others into discussions, demonstration of critical thinking (e.g., constructively criticizing material discussed in class), and bringing in outside materials from news sources/current events and personal experiences/observations.

Note: If you are absent from class, you will lose participation points for that day. However, just being present in class will not be enough to ensure a high grade.

The following guide will be used in assessing participation grades:

1. Did you attend the lecture? Did you arrive on time? Were you in class for the entire set of sessions each day. These two components are at least 50% of your daily participation grade.
2. Do you seem prepared for the lecture in terms of being able to ask relevant questions and synthesize the readings you were asked to complete in the comments you make in class?
3. When you contribute in class, are your comments original and do they add value to the conversation? Are they relevant to the class discussion? Do they further the understanding of the topic for you and your classmates? Does the student contribute only when they have value to add to the conversation or do they speak every chance they get?

CASE WRITE-UPS (15%):

In groups of five students, you will complete three case study write-ups worth 5% each. Guidance on structure and a grading rubric will be provided to you in class with supporting materials posted to UR Courses. You will have time throughout the course week to work with your groups to complete the case study write-ups. The case write-ups will be graded within twenty-four hours of submission so you can apply the feedback to the future case study write-ups. These write-ups should also help to prepare you for your final case group exam.

CASE EXAM/PRESENTATION (20%):

For the final exam in this class, you will complete an organizational change case study analysis as a group and present your recommendations to the class and myself as your exam. Guidance on structure and a grading rubric will be provided to you in class with supporting materials posted to UR Courses. You will have time near the end of the week to work with your groups to complete the case study presentation.

ORIGINAL CHANGE CASE + TEACHING NOTE (30%):

The original change case, is intended to give you an opportunity to apply what you have learned from your reading and participation in class to a real world change situation.

For this assignment you are to develop your own 3-5 page organization change case with a 1 to 2 page teaching note. Take one or two topics from your reading summaries and, based on your observations and experience, analyze a change situation at work or a situation you are otherwise familiar with (e.g., from interviewing a business leader). The case should lead the reader to apply these concepts to make a

leadership decision or a set of recommendations (e.g. this could be a case on how a leader's change initiative failed and what he/she can do through the application of appropriate change principles to get the change back on track). **The final write-up/report is due on February 17th, 2020.**

NAME CARDS:

I will provide you with name cards. You will pick up these name cards from me before each class and return them to me at the end of each class. Please make sure your name card is written legibly and you place it where it is visible throughout class time.

COURSE MANAGEMENT:

The course homepage is available at <http://www.uregina.ca/urcourses/>. Lecture slides, announcements, assignments and all other related material will be posted on the course web page. Check the website regularly.

TENTATIVE SCHEDULE:

The course schedule is tentative with assignments, anticipated due dates and exam dates. Please check our class UR Courses site for updates. (This schedule is subject to change according to the needs and interests of the class or emerging change management issues.)

GBUS/MBA 860 Schedule					
	Tuesday, January 21st	Wednesday, January 22nd	Thursday, January 23rd	Friday, January 24th	Saturday, January 25th
8:30	Course Introduction, Syllabus & Assignment Overview, Group Formation, etc.	Reading Discussion: Organization Vision	Reading Discussion: Readiness & Resistance to Change	Reading Discussion: Communication & Change	Change Management Course Review
10:15	Break	Break	Break	Break	Break
10:30	Opening Session: Framework for Change Management	Groups Complete & Submit Case #1	Groups Complete & Submit Case #2	Groups Complete & Submit Case #3	Groups Work On Case Exam/Presentation
12:15	Lunch	Lunch	Lunch	Lunch	Lunch
1:00	Reading Discussion: Organization Diagnosis	Reading Discussion: Organization Change Process	Reading Discussion: Managers & Change	Reading Discussion: Continuous Change	Case Exam & Presentations & Course Wrap-Up
2:45	Break	Break	Break	Break	
3:00	Groups Work On Case #1	Case #1 class Discussion & Groups Work on Case #2	Case #2 Class Discussion & Groups Work on Case #3	Case #3 class Discussion & Groups Work On Case Exam/Presentation	
4:30	End	End	End	End	End