COURSE OVERVIEW TM0083-6M-IH
Management of Change (MOC) - Customized (E-Learning Module)

Course Title
Management of Change (MOC) - Customized (E-Learning Module)

Course Reference
TM0083-6M-IH

Course Format & Compatibility
SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)

Course Duration
30 online contact hours
(3.0 CEUs/30 PDHs)

Course Description

This E-Learning is designed to provide participants with a detailed and up-to-date overview of Management of Change (MOC) - Customized. It covers the basics and importance of change as well as leading change and regulatory requirements; the OSHA CSHO guidance and the impact on health and safety; the modifications to operating procedures and the necessary time period for change; the MOC trigger categories, adapting to change and the factors affecting response; the review of hazards as well as the process life cycle; emergency changes, and old and new processes prior to startup; and the severity or consequences and the importance of hazard identification.

During this interactive course, participants will learn the risk assessment matrix, four types of risk, who conducts the PHA and how to identify hazards; the potential process hazards, hazardous event probability and time line; the risk management and the reasons for change; the procedures and barriers of change management; the main steps in designing MOC and the potential change systems; evaluating possible impact and managing all sources of change; implementing MOC procedure successfully and identifying the obstacles to change; and the change process, analyzing a situation and monitoring the progress.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain a comprehensive knowledge on management of change (MOC)
- Discuss the basics and importance of change as well as leading change and regulatory requirements
- Review OSHA CSHO guidance and recognize the impact on health and safety
- Apply modifications to operating procedures, identify the necessary time period for change and authorize proposed change
- Recognize MOC trigger categories, adapt to change and discuss the factors affecting response
- Review hazards, illustrate process life cycle and apply emergency changes, readiness and old and new processes prior to startup
- Discuss severity or consequences and the importance of hazard identification
- Identify the risk assessment matrix, four types of risk, who conducts the PHA and how to identify hazards
- Recognize the potential process hazards, hazardous event probability and time line
- Carryout risk management, implement a change and discuss the reasons for change
- Develop or re-engineer an MOC program and identify the procedures and barriers of change management
- Apply the main steps in designing MOC, establish consistent implementation and identify potential change systems
- Evaluate possible impact, manage all sources of change, keep MOC practices effective and describe a simple generic MOC work flow
- Implement MOC procedure successfully, identify the obstacles to change, apply change process, analyze a situation and monitor the progress

Who Should Attend

This course provides an overview of all significant aspects and consideration of customized management of change (MOC) for all levels.

Training Methodology

This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)
- Simulation & Animation
- Exercises
- Videos
- Case Studies
- Gamification (learning through games)
- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Fee

As per proposal

Course Contents

- Fundamentals of Management of Change
- Basics of Management of Change
- Basics of Management
- Case Study #1
- Quiz #1
- Why Manage Change
- Importance of Change 1
- Importance of Change 2
- Importance of Change 3
- Importance of Change 4
- Importance of Change 5
- Importance of Change 6
- Importance of Change 7
- Importance of Change 8
- Importance of Change 9
- Importance of Change 10
- Case Study #2
- Quiz #2
- Leading Change
- Leading Change 1
- Leading Change 2
- Leading Change 3
- Leading Change 4
- Leading Change 5
- Leading Change 6
- Leading Change 7
- Leading Change 8
- Case Study #3
- Quiz #3
- Management of Change Regulatory Requirements
- Management of Change
- Motivation for MOC

- PSM Standard Preamble Excerpt
- Management of Change (MOC)
- Replacement in kind (RIK)
- Your MOC programs should
- Another definition to consider
- OSHA CSHO Guidance
- Example 1 – Staffing
- Example 2 – Maintenance Budget
- Impact on health and safety
- Modifications to operating procedures
- Necessary time period for change
- Authorization for proposed change
- Linkage with other elements
- MOC Trigger Categories
- Case Study #4
- Quiz #4
- Recognizing Changes
- Adapting to Change
- Truths and Misconceptions
- Factors Affecting Response
- The Endings Phase
- Case Study #5
- Quiz #5
- Reviewing Hazards
- One of the most important elements
- Example process
- Process Life Cycle
- Emergency Changes
- Readiness
- Prior to startup (old & new processes)
- Readiness Review
- New Processes
- Tied to Organizational Culture
- Accountability

- Conduct Consequences
- Hazards & Risks
- Example: Car Accident
- Zero Risk
- Severity or Consequences
- Increasing Risk
- Why is hazard identification important?
- Risk
- Risk Assessment Matrix
- Four Types of Risk [4]
- Process Hazard Analysis (PHA)
- Who conducts a PHA?
- How do you identify hazards?
- Scope of PHAs
- Potential Process Hazards
- Hazard: Chemical Release
- Hazard: Energy Release
- Hazards: Fire
- Hazard: Explosion
- Initiating Causes
- Special Case: Thermal Runaway
- Hazard: Runaway Reaction
- Hazardous Event Probability and Time Line
- Using PHA information
- Management and PHAs
- Competing Interests
- Engaging the workforce
- Risk is mutable
- Risk Management
- Inherently Safer Design
- A tale of RISK
- Case Study #6
- Quiz #6
- Implementing a Change

- Change-How Do you React to It?
- Change is Everywhere
- Management of Change
- How to be a Change Manager
- How to Implement Change
- My Change Background
- My Change Process Examples
- Change Abstract
- Know What to Change & Why
- Know What to Change
- Reasons for Change
- “Why Change”-Sources
- Change-What/Why-Example
- Research Plan Present
- Research How to Change
- Researching Change
- Research Change-Examples
- Plan How to Change
- Plan Change-Example
- Present your Change
- Get Senior Management Support/Mentor
- Get Senior Management Support
- Use a Mentor
- Sr. Mgt / Mentor – example
- Smart Small Get Buy-In & Grow
- Start Small
- Get Buy-In
- How to Get Buy-In
- And Grow
- Publicize your Efforts & Accomplishments
- Learn, Learn and Learn Some More
- To be Successful @Change
- Do It All Over Again
- Case Study #7

- Quiz #7
- Developing or Re-engineering an MOC Program
- Major Offshore Accidents
- Major Accidents, Offshore O & G
- Designing
- Manage of Change (MOC)
- Procedure
- Barriers
- PSA, Management Regulation, #5 Barriers
- Texas City Accident, Baker Panel, Five Root Causes
- Change or Replacement-in-Kind?
- Example, Replacement & Concern
- Main Steps-Designing MOC
- Establish Consistent Implementation
- 3 Identify Potential Change Systems
- Involve Competent Personnel
- Evaluate Possible Impact
- Manage all Sources of Change
- Keep MOC Practices Effective
- Emergency Change
- Simple Generic MOC Work Flow
- MOC Performance Indicators, Example
- Management of Change
- What Went Wrong?
- Successfully Implementing MOC Procedure
- Case Study #8
- Quiz #8
- Obstacles to Change
- Resistance
- Complacency
- Crisis
- Case Study #9
- Quiz #9
- Managing a MOC

- Change Process
- Steps of a Change Process
- Analyze a situation
- Choose an action
- Implement the action
- Monitor the progress
- Case Study #10
- Quiz #10