

**Course Overview:**

60% of organizations have no process for succession planning. This interactive course will enable you to consider the latest methodologies and strategies related to successful engagement, career development and succession planning. The course is also designed to provide tips to create a clear career path and help build your bench. In addition, it will help you plan a succession strategy for a flexible and sustainable business.

**Course Objective:**

By the end of the course, participants will be able to:

- Demonstrate understanding of the basics of career development and succession planning
- Distinguish succession planning and management from replacement planning, talent management and human capital management
- Compare traditional HR focus with career planning oriented HR focus
- Explain the role of employee and employer in career development
- Apply innovative corporate career development initiatives
- Evaluate and operate an effective succession planning program to close the developmental gaps in the organization
- Prepare individual development plans and manage career choices

**Course Outline:**

- Putting people first  
Putting people before numbers  
People's wants from their organizations  
Organizations' wants  
The war for talent  
Today's top priorities in HR  
Disengagement and the downward performance spiral  
People based strategy  
HR activities: traditional focus versus career development focus
- The basics of career management and succession planning and management  
Careers today: the importance of development  
Definition of career development  
The career development process and link to HR  
Essential elements in an integrated career development system  
Definition of succession planning  
Main aims and reasons for establishing a succession planning and management system  
Distinguishing succession planning from replacement planning
- Organizational readiness for change  
Promoting a development culture  
Characteristics of a development culture  
Career development as a change agent  
Roles and responsibilities in a development culture  
Role of human resources  
Role of line managers  
Role of top management  
Role of developpees
- Identifying high potentials  
Key positions  
High potentials and high professionals  
Assessing individual potential  
Best practices to improve the management of high potentials  
Qualities of processes to spot, develop, and retain high potentials
- Career development: tools and methodologies  
Competencies: the foundation for career development  
Competencies framework  
Coaching: an essential managerial function  
Mentoring: a must have system for career development  
Career counseling services
- Developing internal successors  
Making the business case for succession planning

**Training Language:**

EN

**Training Methodology:**

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation

**Venue | Date | Fees**

Khobar | 19-05-2024 | 10,350 SAR

and managementStarting the systematic succession planning and management  
programRefining the programAssessing present work requirements and individual  
job performanceAssessing future work requirements and individual  
potentialClosing the development gap: the Individual Development Plan  
(IDP)Designing the individual development plan

**Who Should Attend:**

Human resources managers, line managers, HR business partners, team leaders and specialists.