

Course Overview:

Whether it is preparing someone to take over a position of leadership in a corporation, or the sole proprietor of a small business Business Succession Planning will teach you the difference between succession planning and mere replacement planning. How you prepare people to take on the responsibilities of leadership so that the company thrives in the transition is just as important as picking the right person for the job.

Course Objective:

- Define business succession planning and its role in your company.
- Lay the groundwork to develop a succession plan.
- The importance of mentorship.
- Define and use a SWOT analysis to set goals.
- Create a plan, assign roles, and execute the plan.
- Communicate to develop support and manage change.
- Anticipate obstacles, and evaluate and adapt goals and plans.
- Characterize success

Course Outline:

- Succession Planning Vs Replacement Planning
- What is Business Succession Planning?
- Preparing for the Planning Process
- How to Set Parameters for the Planning Process
- Initiating Process
- The SWOT Analysis
- Developing the Succession Plan
- Executing the Plan
- Identifying Paths
- Gaining Support
- Managing the Change
- Developing a Change Management Plan
- Developing a Communication Plan
- Overcoming Roadblocks
- Reaching the End
- How to Know When You've Achieved Success

Who Should Attend:

The course is designed for anyone who desires to learn practical management techniques that will assist them in developing good planning techniques, using skills to organize themselves and others and developing effective delegation skills. The course is appropriate for those who are responsible for managing any type of group or team or those who want to learn some skills to be able to better manage their work.

Training Language:

English-Arabic

Training Methodology:

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