



First Select

## Career Development & Succession Planning

| Date                | Venues       | (\$)Fees | Book your seat               |
|---------------------|--------------|----------|------------------------------|
| 27 Apr -01 May 2025 | Kuala Lumpur | 3300     | <a href="#">Register Now</a> |

Course objectives:

- Define succession planning
- Use competencies to define organizational succession requirements
- Follow a step by step process to plan succession within their organization
- State the key elements of a performance management process
- Identify the working characteristics of an assessment centre
- Assess individual competency levels
- Link succession planning with manpower planning and career development planning
- Design Individual Development Plans
- Introduce a system of mentoring and coaching within the organization

Who should attend?

All managers who are responsible for career development and succession planning within their organization.

Course Outline:


- **Introduction to succession planning**
  - The costs of avoiding succession planning
  - Openness of succession planning
  - Decision making: hiring or training for positions
  - The value of work experience for managerial ability
  - Disaster planning
  - Helping to promote organizational excellence
  - Succession planning tools and processes
  - Competencies in succession planning
  - How to identify potential within individuals
  - Fast-track routes for some individuals
  - Performance management
  - Assessment centers
  - 360 degree feedback
  - Human resource planning tools
  - Manpower planning and career development planning
  - Designing Individual Development Plans
  - Clarifying mentoring and coaching
  - The value of a mentor
  - Identifying mentors

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- Coaching skills
- Coaching: a way of life within the organization

#### WORKSHOP STYLE:

A mixture of short presentations, interactive discussion, individual exercises and group work. The emphasis throughout is on a practical approach using case material and examples.

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