

# **Career Development & Succession Planning**

Date Venues (\$)Fees Book your seat

27 Apr -01 May 2025 Kuala Lumpur 3300 Register Now

#### 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:

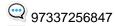
## Introduction to succession planning

- 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

- 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.



info@firstselectbh.com

