



First Select

Career Development & Succession Planning

Date	Venues	(\$)Fees	Book your seat
07 Dec -11 Dec 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

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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.

 97337256847

 info@firstselectbh.com

 www.firstselectbh.com