

# SUCCESSION PLANNING – FRAMEWORK & PRACTICAL IMPLEMENTATION



## INTRODUCTION

For most organizations, identifying and retaining talent is the key to their continued growth and success. But with recruitment falling short of solving the overall problem, companies increasingly are looking to develop and implement succession planning strategies as a means of ensuring highly qualified employees are recruited and developed to fill every strategic role within the company – not just today but tomorrow, next year and five years from now.

Companies that invest in succession planning generally find themselves better positioned to support corporate goals and strategies. By implementing internal leadership development programs that feed into succession planning, they can improve the likelihood that a continuing sequence of qualified people is prepared to assume responsibility and fill management roles as managers and key people retire or move on. With the looming talent crisis and anticipated retirement of baby boomers, succession planning has become a much more critical issue. This workshop is designed to equip employees in the organization, with the skills required to develop Succession Planning Program and implement it in their organization, in a practical step-by-step approach.

## WHO SHOULD ATTEND?

HR people from recruitment, training or performance review/HOD from all departments that required some basic knowledge on this course/experience peoples that going to be retired.

## COURSE OUTLINE

- Introduction to Succession Planning
- The Strategy of Succession Planning
- Introduction to Competency Framework

## OBJECTIVES

1. Describe the benefits of Succession Planning Program to the business
2. List critical elements to be considered in developing strategy for Succession Planning
3. Describe Succession Planning advantages and common pitfalls
4. Describe the differences between Succession Planning and Talent Management
5. List the steps in identifying potential successors / talent pool
6. Describe the approach to organizational retention practices
7. Describe competency framework
8. Identify functional and non-functional competencies for a job position
9. Perform gap analysis – diagnosing strength and developmental needs
10. Describe various approach to learning and competency development
11. Develop action plan for development



- Talent Pool and Organizational Retention Practices
- Identifying potential successors and high-potentials for talent pool

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