

Soft-Train



*At Soft-Train
Technology Works*

Effective Succession Planning from Within (3 Days) ST00111

COURSE GOAL: To provide the student with the tools to plan for a successful succession from within the organization.

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Strategies for Identifying competencies, clarifying values, assess current and future needs, and creating a complete, systematic succession planning program.
- The latest trends and best practices for producing an effective succession plan.

KEY TOPICS:

I. Background Information about Succession Planning and Management

- A. What is succession planning and management?
- B. Trends influencing succession planning and management
- C. Moving to a state-of-the-art approach
- D. Competency identification and values clarification: keys to succession planning and management

II. Laying the Foundation for a Succession Planning and Management Program

- A. Making the case for major change
- B. Starting a systematic program
- C. Refining the program

III. Assessing the Present and the Future

- A. Assessing present work requirements and individual job performance
- B. Assessing future work requirements and individual potential

IV. Closing the “Developmental Gap”: Operating and Evaluating a Succession Planning and Management Program

- A.** Developing internal successors
- B.** Assessing alternatives to internal development
- C.** Integrating recruitment with succession planning
- D.** Integrating retention with succession planning
- E.** Using technology to support succession planning and management programs
- F.** Evaluating succession planning and management programs
- G.** The future of succession planning and management