

Soft-Train



*At Soft-Train
Technology Works*

Effective Succession Planning from Within (3 Days)

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 and the future
- 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 external development
- C.** Using technology to support succession planning and management programs
- D.** Evaluating succession planning and management programs
- E.** The future of succession planning and management