

Succession Planning

Introduction

Succession planning is a systematic approach to:

- Building a leadership pipeline/talent pool to ensure leadership continuity
- Developing potential successors in ways that best fit their strengths
- Identifying the best candidates for categories of positions
- Concentrating resources on the talent development process yielding a greater return on investment

Succession planning recognises that some jobs are the lifeblood of the organisation and too critical to be left vacant or filled by any but the best qualified persons. Effectively done, succession planning is critical to mission success and creates an effective process for recognising, developing, and retaining top leadership talent.

In this interactive and challenging course, we will examine:

- What we mean by talent
- How to identify, manage and retain it
- How to identify workforce risks and needs for the future
- How to plan to fill those needs

Objectives

By the end of this course participants will be able to:

- Explain what is succession planning?
- Explain their roles
- Describe how performance management works in their company
- Identify talent and competence
- Plan to develop people
- Produce plans for talent and succession planning

Content

A sample of what is covered includes:

Defining the Terms

- Talent
- Succession
- Performance

Roles

- Us
- HR
- Other people and departments

Benefits and risks

Measuring the success and ROI

It all starts with performance

- Performance management - more than appraisal

- Our responsibilities
- Onboarding and onwards
- Measuring performance
- Performance Vs business needs
- Performance and strategic planning
- The battle for talent

Workforce planning

- Identifying needs
- Ways to fill those needs

Talent management

- Developing a strategy to determine what we need to meet the current and future demands of the business plan
- Establishing processes to measure competence - required and available
- Creating a range of developmental tools and processes to provide tailored approaches depending on the individual needs of employees
- Identifying ways to obtain and retain those who are critical to success
- Establishing suitable approaches to deal with those who no longer fit organisation requirements
- Identifying potential
- Developing potential
- Nurturing and retaining talent

Succession planning

- What it is and how it fits with your talent strategy and management
- Why you undertake succession planning and what the benefits are
- Latest research and findings on succession planning and development
- Defining what is critical in succession planning for your organisation's success
- Defining the talent critical to your organisation's objectives and success
- Planning for the next generation of leaders
- Identifying the critical roles and pathways
- Creating a culture and environment that supports succession planning, and the role of senior management
- Linking succession planning to the wider HR agenda
- Potential pitfalls of succession planning, including managing equality of opportunity and diversity
- Identifying performance, potential and individual motivation processes and mechanisms to support succession planning and talent management
- How to select tomorrow's leaders and consider succession planning at different career stages
- The individual in succession planning
- Managing expectations and aspirations
- The individual's ownership of their progression

Proving ROI

