SUCCESSION PLANNING AND CAREER PATHING

Training Course Outline

SPARTAN
Allied Services
Deliver Results - Create Value

Program Overview

This course ensures that there are highly competent people in all positions, not just today, but in the future. This program focuses on the practical aspects of our work by establishing a clear relationship between the work to be done and the type of people available to do it. By establishing a positive framework, this will enable a company to clearly identify the potential talent on-hand and develop leadership qualities through coaching and mentoring interventions. Organizations that implement effective succession planning and career development ensure business continuity while motivating and retaining their talent.

Duration

2 – Day Program

Learning Objectives

At the end of this training, participants will be able to:

- Understand tools and approaches available for career and skills development
- Understand the basics of career development and succession planning.
- Compare traditional and career planning-oriented HR focus.
- Explain employee and employer career development roles.
- Examine innovative corporate career development initiatives.
- Close the developmental gap by operating and evaluating a succession planning and management program.
- Set life and career goals
- Create personal development plans
- Take ownership of their own development
- Assess all the relevant information and make plans accordingly
- Plan adaptation of competencies to meet changing business needs
- Prepare individual development plans.
- Understand how career development and succession planning can foster employee commitment.
- Manage career choices

Target Audience

Any professional who is involved in designing, setting up or controlling career development systems; also the managers who are involved in or accountable for, the career development of their staff

Project Structure and Outline

The Program is delivered using a combination of instructor-led discussion, case study and exercises on practical implementation of the concepts discussed within the training. The topics presented below define the areas of focus under the program.

- **Laying the Foundation**
  - ✓ What is Succession Planning?
  - ✓ What is Career Pathing?
  - ✓ Is Your Organization Ready for the Change?

- **Putting People First**
  - ✓ What People want from their organizations
  - ✓ What does it mean to put people first?
  - ✓ Present Top HR Priorities
  - ✓ HR Activities: Traditional Focus versus Career Development Focus

- **Promoting a Development Culture**
  - ✓ Characteristics of a Development Culture
  - ✓ Career Development as a Change Agent
  - ✓ Roles and Responsibilities in a Development Culture

- **Succession Planning Framework**
  - ✓ Human Resources Planning
  - ✓ Techniques used to conduct HR Planning
  - ✓ Linking HR Planning to Business Strategy
  - ✓ **ACTIVITY**

- **Approaches to Succession Planning**
  - ✓ Identify Key Positions for Succession
  - ✓ Identify Competencies Needed
  - ✓ Identifying Various Approaches to Succession Planning
  - ✓ Methods, Roles and Responsibilities for assessing successors development
  - ✓ **WORKSHOP: Evaluate Succession Management Program**

- **Developing Internal Successors**
  - ✓ Making the Business Case for Succession Planning and Management
  - ✓ Starting the Systematic Succession Planning and Management Program
  - ✓ Refining the Program
  - ✓ Assessing Present Work Requirements and Individual Job Performance
  - ✓ Assessing Future Work Requirements and Individual Potential
  - ✓ Closing the Development Gap - The Individual Development Plan (IDP)
  - ✓ **WORKSHOP**

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- **Career Development – Concepts, Principles and Theories**
  - ✓ Career Development Framework
  - ✓ Identifying Areas for Development
  - ✓ Options for Development

- **Career Development: Tools and Methodologies**
  - ✓ Competencies
  - ✓ Coaching
  - ✓ Mentoring
  - ✓ **WORKSHOP**

- **Focus on the Environment**
  - ✓ Understand the changing world of work
  - ✓ What does the future job market hold?
  - ✓ Achieve career resilience

- **Focus on the Organization**
  - ✓ Gain a clearer insight of the corporate world
  - ✓ Understand the changing workplace
  - ✓ Determine the organization's strategy
  - ✓ Establish the organization's competency requirements
  - ✓ Plot potential career paths
  - ✓ What is a jobless company?

- **Focus on the Individual**
  - ✓ Gain self-insight
  - ✓ What stage of career planning are you in?
  - ✓ Define your ideal job
  - ✓ Learn from past experiences
  - ✓ Determine your career anchors
  - ✓ Identify preferred job characteristics
  - ✓ Determine your preferred learning style and pace
  - ✓ Gain self-insight into individual work characteristics
  - ✓ Establish support roles required and who can fulfil them
  - ✓ Assess your level of competency
  - ✓ Establish competencies that need to be developed
  - ✓ Confront personal barriers

- Integration and Synthesis
  - ✓ Putting it All Together
  - ✓ Lessons to Live By
  - ✓ Action Planning
  - ✓ **Culminating Activity**

Why Choose SAS Management Inc.

We Deliver Results

SAS Management Inc. has consistently proven its capability to deliver and exceed our clients' expectations. We are the only PEOPLECERT© Accredited Training Organization (ATO) in the Philippines. Our pool of consultants and trainers are seasoned industry veterans who have above average qualifications and certifications such as Business Management, Process Improvement, and Organizational Development Programs.

We Create Value

SAS Management Inc. believes in ensuring that our services meet the intended needs of our clients. To us, it is more than just providing training and consulting but rather ensuring that these are the things that our clients really need. This is why SAS Management Inc. is probably the only training provider that does a thorough needs assessment prior to providing a proposal. Our goal for every proposal is to CREATE VALUE for your organization.

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