



# HM096: Leadership Development and Succession Strategist





## Training Description:

Succession Planning is the process through which organisations identify and develop potential future leaders, senior managers or business critical positions. Approaches differ: some companies seek to identify potential by assessing young graduates to identify future leadership potential. Others recognise that people grow and develop according to their abilities and the opportunities which arise. This intensive training course addresses best practice approaches to succession planning and the challenges organisations face: from identifying future potential, to planning processes, talent pools and relationships between HR and senior management. Join us to learn how to address this critical process

### This training course will highlight:

- Understand the importance of succession planning
- The link between business and people plans
- How to develop and manage a talent pool
- Retaining key staff and nurturing talent
- Evaluating the effectiveness of your succession processes

## Training Objectives:

### By the end of the training, participants will be able to:

- ✓ Understand how the HR cycle contributes to achieving business objectives
- ✓ Carry out current and future needs assessments
- ✓ Manage and develop a talent pool
- ✓ Understand the importance of managing performance and providing feedback
- ✓ Identify the most effective leadership development approaches

## Training Designed for:

This course is intended for Senior managers responsible for executive succession plans, Middle managers identifying leadership potential amongst their staff, HR professionals developing succession plans, HR professionals in learning & development roles and Younger professionals with leadership aspirations.

## Training Program:

### DAY ONE:

- ❖ Pre-Test
- ❖ **What is Succession Planning?**
  - Elements of business strategy
  - Our people are our most important asset
  - The employment context
  - The HR cycles
  - Recruitment and Retention
  - Who is Responsible for succession planning?

### DAY TWO:

- ❖ **People Plans and Business Plans**
  - Identifying Critical Roles & Responsibilities
  - Current and future needs





- Creating a talent pool
- Conducting Talent Reviews
- Assessing Skills, Knowledge & Attitudes
- Developing Motivation and Engagement

#### DAY THREE:

##### ❖ Talent Management

- The 'Ideal Leader'
- Defining leadership potential
- Conducting Talent Reviews
- Developing talented personnel
- Retaining talent
- Success of talent programmes

#### DAY FOUR:

##### ❖ The Process of Nurturing Talent

- Effective performance management
- The importance of feedback in nurturing talent
- Tailoring development to individual needs
- Coaching and Mentoring
- Is the organisation's talent development approach working?
- Measuring ROI

#### DAY FIVE:

##### ❖ Challenges of Succession Planning

- Unplanned succession challenges
- Realistic people planning
- Setting and managing career expectations
- Creating an 'engaged' workforce
- Impact of organisational structures on people development opportunities
- Course Review and Personal Planning

##### ❖ Course Conclusion

##### ❖ Final Examination and EVALUATION

### Training Requirement:

**"Hand's on practical sessions, equipment and software will be applied during the course** if required and as per the client's request."

This training course is available upon request in English or Arabic. Content, location and duration can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

### Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.





## Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures, Concepts, Role Play
- 30% Workshops & Work Presentations, Techniques
- 20% Based on Case Studies & Practical Exercises
- 20% Videos, Software & General Discussions
- Pre and Post Test

## Training Fees:

**As per the course location** - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01<sup>st</sup> of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

## Training Timings:

### Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 16:00	Last Session

**For training registrations or in-house enquiries, please contact:**

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Training & Career Development Department

