Tel No:+97126654546 | Fax No:+97126654182 | Email: training@cmc-me.com | www.cmc-me.com

HM190:
Talent Management and Career Development Planning Certification

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Training Description:

This is a practical training course using key principles and latest practices in talent management and succession planning. You will use a mixture of your live issues and case studies to help you create conditions to effectively manage talent and plan successions consistently, fairly and effectively. The event relates both talent management and succession planning to overall HR and operational goals and strategies to help you attract and retain your organization's most talented people. You will leave with an action plan to apply this to your organization building in both the latest thinking on the subject and your organization's specific needs.

Training Objectives:

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

- ✓ Identify the building blocks of talent management
- ✓ Set up a talent management system
- ✓ Define the linkages between organization excellence and effective people management
- ✓ Identify, keep, develop and promote the best people
- ✓ Coach, train and develop super keepers
- ✓ Integrate compensation with talent management so that they can retain their top people
- ✓ Realize the role of Information Technology in supporting a talent management system
- ✓ Demonstrate understanding of the basics of career development and succession planning
- ✓ Distinguish succession planning and management from replacement planning, talent management, and human capital management
- ✓ 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
- ✓ Prepare individual development plans and manage career choices

Training Designed for:

This course is appropriate for staff who are eager to learn the processes of Training Needs Analysis (TNA) and training evaluation, including; HR Managers, Personnel and HR Officers/Coordinators, Training Officers/Coordinators, Newly appointed Training Managers, Training Consultants and Advisors.

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, virtual online live or face to face public/inhouse. Contents 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.

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Training Program:

FIVE DAYS:

- The War for Talent
  - Six Realities about People Today
  - The Battle for Brainpower
  - Talent Management as Part of a Development Culture
  - The Triumph of the HR Department
- Intangibles: The New HR Return on Investment
  - Intangibles Defined
  - The Rising Importance of Intangibles
  - An Architecture for Intangibles
  - HR's Role in Building Organizational Capabilities
- Proactive Talent Management
  - Six HR Conditions for Organizational Success
  - Defining Proactive Talent Management
  - The Foundations of Talent Management
  - Talent Management is Different from Succession Planning and Management
- Talent Management: Problem or Solution?
  - A Short Historical Perspective
  - Talent Management as Part of Risk Management
  - A New Framework for Talent Management
- Creating a Talent Management System
  - Four Steps to Follow
  - Key Positions and Key People
  - Identifying High Potentials
  - The Performance Potential Grid
  - The Talent Web
  - Qualities of Processes Needed to Spot, Develop and Retain Excellence
  - Integrating Coaching, Training and Development with Talent Management
  - Optimizing Investment in People
- Institutional Strategies for Dealing with Talent Management Issues
  - Navigating the Forces Impacting Talent Management
  - Institutional Strategies and Best Practices
- Retaining Top Talent: The Big Challenge
  - Common Mistakes Made by Companies and How to Avoid Them
  - Integrating Compensation with Talent Management
  - Twelve Recommendations to Keep your Talented People
- Wrap Up: Turning your Organization into a Talent Master
  - What it Takes to Become a Talent Master
  - Winning the War for Talent
- Putting People First
  - Putting People Before the Numbers

- People's Wants from their Organizations
- Organizations' Wants
- Present Top HR Priorities
- HR Activities: Traditional Focus versus Career Development Focus

❖ The Basics of Career Management and Succession Planning and Management
- Careers Today: The Importance of Development
- Definition of Career Development
- Essential Elements in an Integrated Career Development System
- Definition of Succession Planning
- Main Aims and Reasons for Establishing a Succession Planning and Management System
- Organizational Readiness for Change

❖ Promoting a Development Culture
- Characteristics of a Development Culture
- Career Development as a Change Agent
- Roles and Responsibilities in a Development Culture
  - Role of Human Resources
  - Role of Line Managers
  - Role of Top Management
  - Role of Developers

❖ Identifying High Potentials
- High Potentials and High Professionals
- Assessing Individual Potential
- Best Practices to Improve the Management of High Potentials
- Qualities of Processes to Spot, Develop, and Retain High Potentials

❖ Career Development: Tools and Methodologies
- Competencies: The Foundation for Career Development
- Coaching: An Essential Managerial Function
- Mentoring: A Must Have System for Career Development
- Career Counseling Services

❖ Course Conclusion

❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

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

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

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

Training Fees:

TBA 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 01st 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 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

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

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