



Global Professionals Institute for Training
معهد المحترفون العالهيون للتدريب الأهلي

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معهد المحترفين العالميون للتدريب النهلي

Career Development and Succession Planning

Schedule Dates:

Start Date	End Date	Place
22 September 2024	26 September 2024	Madrid – Hotel Mericiados



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Program Introduction:

This course uses a mix of interactive training techniques such as lectures, case studies, and group activities. The course also presents best practices in the areas of career development and succession planning and invites participants to share their organizational experiences in order to optimize the learning process.

Program Objective:

- ✓ 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 HR focus with career planning oriented HR focus
- ✓ Explain the role of employee and employer in career development
- ✓ Apply innovative corporate career development initiatives
- ✓ Evaluate and operate an effective succession planning program to close the developmental gaps in the organization
- ✓ Prepare individual development plans and manage career choices

Who should attend?

Human resources managers, line managers, HR business partners, team leaders and specialists.



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Program Outlines

Day One

Putting people first

- Putting people before numbers
- People's wants from their organizations
- Organizations' wants
- The war for talent
- Today's top priorities in HR
- Disengagement and the downward performance spiral
- People based strategy
- HR activities: traditional focus versus career development focus

Day Two

The basics of career management and succession planning and management

- Careers today: the importance of development
- Definition of career development
- The career development process and links to HR
- Essential elements in an integrated career development system
- Definition of succession planning
- Main aims and reasons for establishing a succession planning and management system
- Distinguishing succession planning from replacement planning



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Day Three

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 developpees

Day Four

- Identifying high potentials
 - Key positions
 - 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
- Competencies framework
- Coaching: an essential managerial function
- Mentoring: a must have system for career development
- Career counseling services



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Day Five

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)
- Designing the individual development plan

Training Methodology:

- Slide presentations
- Interactive discussion
- Simulations and Gamification
- Online Video material

Cost Quotation in Kuwaiti Dinars

The total cost includes:

- Instructor(s) expenses
- Training materials
- Certification
- Lunch Buffett

Total Cost: 1250 KD per Participant

(One Thousand Two Hundred Fifty Kuwaiti Dinar)



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