

## Career Development and Succession Planning

### Why Attend

60% of organizations have no process for succession planning. This interactive course will enable you to consider the latest methodologies and strategies related to successful engagement, career development and succession planning. The course is also designed to provide tips to create a clear career path and help build your bench. In addition, it will help you plan a succession strategy for a flexible and sustainable business.

### Course Methodology

The 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.

### Course Objectives

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

- 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

### Target Audience

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

### Target Competencies

- Deciding and initiating action
- Working with people
- Relating and networking
- Persuading and influencing
- Presenting and communicating
- Analytical thinking
- Following instructions and procedures
- Planning and organizing
- Achieving goals and objectives
- Applying expertise and technology
- Formulating concepts and strategies

## Associations

**HR Certification Institute (HRCI) :** Meirc is an approved provider with the HR Certification Institute. Established in 1976, HRCI is an internationally certifying organization for the human resource profession and a global leader in developing rigorous exams to demonstrate mastery and real-world application of forward-thinking HR practices, policies and principles. Today, more than 120,000 professionals worldwide proudly maintain their HR Certification Institute’s credentials as a mark of high professional distinction. By successfully completing any Meirc program which is approved by HRCI, participants will earn credit hours essential for maintaining professional distinction of PHR®, SPHR® or GPHR®.



**Society for Human Resource Management (SHRM) :** Meirc is recognized by the Society of Human Resources Management (SHRM) as a Preferred Provider. This recognition implies that participants who attend any of the SHRM approved programs delivered by Meirc Training & Consulting will earn a number of Professional Development Credits (PDCs) which will help them maintain their certification in SHRM-CPSM or SHRM-SCPSM.



### Location & Date

5 Nov - 9 Nov, 2017  
Dubai, Arabic  
Double Tree Hilton – Business Bay Hotel

25 Feb - 1 Mar, 2018  
Dubai, English

30 Sep - 4 Oct, 2018  
Dubai, Arabic

2 Dec - 6 Dec, 2018  
Dubai, English

*Meirc reserves the right to alter dates, content, venue and trainer.*

### Fees: US\$

Per participant	US\$ 4,600
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*(including coffee breaks and a buffet lunch daily)*



For companies that want to maximize the return on their investment in training: **Register 3 participants** on the same course and dates and pay only for 2.

## Course Outline

- 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
- **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 with 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
- **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
- **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
- **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