

Succession Planning



OVERALL OBJECTIVE

The **Succession Planning** Module aims to equip participants with the ability to link succession planning to the organization's strategy, key leverage positions required, career paths, development planning, and competency requirements. Ensure an easily manageable process. Create a plan for the organization as part of overall talent management.

OUTCOMES

The participants will be able to:

- Develop a model that aligns Succession Planning to broader HR processes and the organization strategic plan
- Ensure that the model is utilized to identify, plan, and manage the organization talent pool
- Ensure the availability of talent from all job levels within the organization
- Leverage technology to enable pro-active talent management and support of organization development processes
- Promote development and transfer of skills within the organization to ensure business continuity
- Develop evaluation and monitoring systems to determine business impact

CONTENT

The Talent Management Strategy

- The intent
- The components
- The alignment to the HR strategy and the organization's strategy
- The integration into the training strategy
- How succession planning fits in

The Organization's Succession Planning Model

- The intent
- The components
- The process
- The format

Key Leverage Positions

- Ascertain the strategic core competencies required in the organization
- Identify key leverage positions for the organization's future
- Establish why these positions are important
- Clarify the competencies required for each position

Current Resource Pool

- Establish current employee competency levels
- Understand the differing requirements for professional, technical, or leadership expertise
- Earmark individuals with potential for different tracks

Managing the Information

- Information repositories
- Keep the information current
- Identify the development and resource gaps
- Know what information to provide to whom and when

Monitoring the Process

- Determine the champion of the process
- Establish an early warning system
- Review and adjust the process