

Succession Management - A Business Necessity

Duration: 5 Days

Language: en

Course Code: PH1-103

Objective

The course is designed to help you understand how essential it is to recognise people's strengths and place them in the correct areas within the business. Upon completion of this course, participants will be able to:

- Learn how to structure an interview process to get the most out of an applicant.
- Learn how to develop and train the right people who are ready to step up.

- Learn how to deal with underperformance or reward good performance to get the most out of your people.
- Learn how to effectively discuss a career path with an employee and help them understand the steps they need to take.
- Learn how to project plan by putting people in the right places to create the best results.

Audience

Effective Talent Management is something that all businesses need to understand to grow and move forward. You always need a plan B and a successor in case something unexpected happens. That's why this course suits anyone within a business your direct line manages, or performance manages staff. But it's most relevant to:

- HR professionals
- Hiring Managers
- Recruitment Agents
- Talent Management Specialists
- Workforce Planners
- Succession Planners
- Direct Line Managers
- Directors
- Senior Management
- Strategic Planners
- HR Business Partners
- Expansion Initiators

Training Methodology

This Talent Management course will focus on providing practical projects and insightful presentations to allow professionals to understand the depth and importance of hiring and managing people effectively.
Participants can enact real-life scenarios and conduct group discussions regarding the recruitment process and succession planning to develop a complete understanding of what works and what doesn't.
The training leader will run fun and interactive sessions providing essential knowledge and fun exercises to cater to all learning styles.

Summary

Talent management is essential to any thriving and growing business. You need to attract suitable candidates for each role and ensure they have the skills and knowledge to move forward.
To maintain your success, you will need to develop a highly skilled workforce proficient in their area and use their natural abilities to increase staff retention and support within the business.
This course is focused on finding the right people for the right roles in the real world using HR planning techniques, proper performance management, succession planning, and rewards-based systems.

Course Content & Outline

Section 1: HR Planning & Recruitment

- Workforce planning - how many people do you need?
- How to advertise for the right candidate - make your advert competitive.
- Structuring an interview to cater to the specific skills you require.
- How HR can help with your recruitment process and future management.
- The limitations of HR in managing talent.
- How to use systems to plan for the future.

Section 2: Succession Planning

- How can a single point of failure affect your business?
- How to point out gaps in your processes.
- What to look out for when planning your successor.
- Proper succession planning methods.
- How to structure a development plan for the future.

Section 3: Performance Management & Its Benefits

- The importance of a target-driven environment.
- Qualitative and quantitative goals and where they lead.
- How to structure a development plan using SMART targets.
- Reviewing performance regularly.
- How to manage poor performance and what to do if it’s not improving.
- Performance appraisals and their merits.

Section 4: Coaching & Mentoring

- Effective mentoring strategies to achieve the best results.
- Your relationship with your team.
- The difference between coaching and mentoring.
- Honey & Mumford’s learning styles and how to use them.

Section 5: Career Path Planning

- Helping your employees to understand their future.
- How to make someone’s career path benefit you.
- Career planning techniques.
- Your personal action plan.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Human Resources Management (HRM), Management & Leadership, EAPA Approved Courses

Tags

Human Resources, Succession Management, Coaching, HR, Recruitment, Mentoring, Career

Related Articles



How To Create a Succession Planning Process For Your Business (2025)

Ensure the long-term success of your business with a robust succession plan. Discover the benefits, steps to create a plan, and how to overcome common challenges.

YouTube Video

https://www.youtube.com/embed/ouy8nQ5jlfU?si=jjTWB_qGfn-l35Wf