



Consulting and Training | Reach New Heights

Course Name

Career Development and Succession Planning

Sector Name

HR Strategy and Training

Document Type

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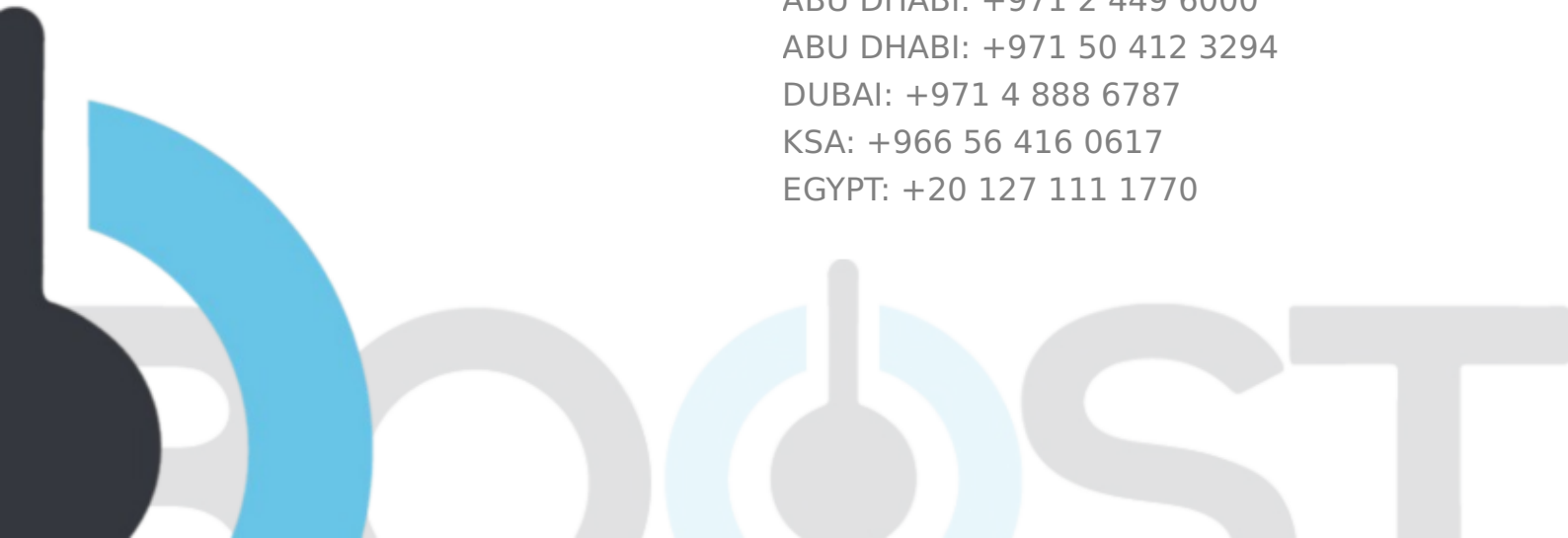
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Career Development and Succession Planning

Course Introduction

Succession planning allows an organization to align the competencies of its manpower with the needs of the organization. On the other hand, career development sets an employee-driven plan for development and growth. Both are critically important in order for an organization to progress in a highly competitive market.

This training course is designed to provide participants with the essential concepts on implementing a career development program as well as planning the professional growth of employees. This course will focus on topics such as designing career growth systems, career development tools, and methodologies that can be implemented in the workplace, integrating coaching tools for personal professional growth, and the phases of succession planning, starting from the initiation stage and finishing with an evaluation of achieved results.

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Target Audience

This training course is designed and beneficial for HR Professionals such as People and Career Development Specialists, Human Resources Managers, Line Managers, HR Business Partners, and Department Managers who are involved in the planning of employee career development.

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Learning Objectives

- ✓ Gain a comprehensive understanding of the importance of career development and succession planning in the organization.
- ✓ Increase the efficiency of all departments through the application of talent management
- ✓ Explain the role of the employee and the employer in career development
- ✓ Apply innovative corporate career development initiatives
- ✓ Lessen the turnover of your staff and improve satisfaction at work
- ✓ Enhance employee engagement and increase business performance
- ✓ Design career development systems that bring results
- ✓ Identify and use techniques to resolve challenges in succession planning
- ✓ Advance the organization's manpower strategies through an effective talent management system, tools, and methods

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Career Development and Succession Planning

Course Outline

✓ **01 Day One**

Introduction to Career Development and Succession Planning

- ✓ Traditional focus versus career development focus
- ✓ People and organizational needs
- ✓ Today's top priorities in HR
- ✓ Disengagement and the downward performance spiral

Creating the Organization's Career Development System

- ✓ The importance of development
- ✓ Objectives of career development systems
- ✓ Indicators of career program effectiveness
- ✓ Career development issues with teams
- ✓ Career management -definition and important concepts

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Course Outline

✓ 02 Day Two

Essentials of Succession Planning

- ✓ Definition of succession planning
- ✓ Benefits of formal succession planning
- ✓ Changes in the organization related to career development

Career Development Tools and Methodologies

- ✓ Career scenarios
- ✓ Implications of workplace changes
- ✓ Career personality tests
- ✓ Development programs for the professional competencies of employees
- ✓ Career consulting at different stages of the employee's work
- ✓ The role of mentors in career development
- ✓ How to work with high-potential employees: assessment and development methods

Career Development and Succession Planning

Course Outline

✓ 03 Day Three

Assessment and Development Centers

- ✓ Definition of career development and succession planning
- ✓ Techniques for reliable and effective performance assessment
- ✓ What are the factors affecting assessments?
- ✓ Assessment methodology
- ✓ How to use evaluation results for staff development plans
- ✓ Tips for giving feedback after assessments

Coaching Tools in Career Development

- ✓ Coaching opportunities in career development and succession planning
- ✓ Who is the coach for an employee: Manager, Trainer, or HR?
- ✓ Career crisis - how to help your employees
- ✓ Coaching tools for different succession and career development situations

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Course Outline

✓ 04 Day Four

The Succession Program

- ✓ Challenges of succession planning
- ✓ Parallel and innovative approaches
- ✓ Forecast of the company's needs and the Individual Development Plan (IDP)
- ✓ Creating a succession plan
- ✓ Best practices of succession planning

Phases of Succession Planning

- ✓ Begin the program
- ✓ Needs assessment on current roles & responsibilities
- ✓ Performance appraisals or reviews
- ✓ Measure future employee capabilities
- ✓ Gap analysis
- ✓ Bridge the gap
- ✓ Evaluate and monitor the program

Career Development and Succession Planning

Course Outline

✓ 05 Day Five

Talent Management

- ✓ Talent acquisition – steps and best practices for the recruiting process
- ✓ Talent alignment – coordinating new personnel with a long-term view
- ✓ Talent assessment: performance management and diversity – creating a fair and inclusive environment
- ✓ Talent measurement/compensation
- ✓ Talent retention and transition

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	4250.00 \$	UAE , Dubai
May 23, 2027	May 27, 2027	5 days	4250.00 \$	KSA , Al Khobar
Sept. 14, 2026	Sept. 18, 2026	5 days	4250.00 \$	UAE , Dubai
Dec. 28, 2026	Jan. 1, 2027	5 days	4250.00 \$	UAE , Dubai
Jan. 4, 2027	Jan. 8, 2027	5 days	5950.00 \$	USA , Los Angeles

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