



*Training Course:  
Succession Planning*

*17 - 21 February 2025  
Kuala Lumpur (Malaysia)  
Royale Chulan Kuala Lumpur*

## Training Course: Succession Planning

Training Course code: HR235540 From: 17 - 21 February 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 5250 € Euro

### Introduction

This Succession Planning program, developed by Global Horizon Training Center, is designed to equip organizations with the skills and strategies necessary to ensure the continuity of leadership and critical roles. In today's dynamic business environment, succession planning is essential to sustain long-term success by identifying and nurturing future leaders. This program emphasizes a systematic approach to identifying high-potential talent, developing them for future leadership roles, and ensuring the organization's resilience against leadership voids.

### Objectives

By the end of this program, participants will be able to:

- Understand the importance of succession planning in an organization's long-term success.
- Identify key positions for succession within the organization.
- Develop strategies for identifying and nurturing high-potential talent.
- Establish a structured approach to leadership development.
- Implement an effective succession plan aligned with organizational goals.
- Measure and evaluate the impact of succession planning efforts.

### Course Methodology

This course uses a blend of:

- Interactive presentations
- Group discussions and workshops
- Case studies and real-life examples
- Role-playing exercises
- Self-assessments and development plans
- Actionable templates and tools

## Organizational Impact

By implementing effective succession planning strategies, organizations will:

- Reduce risk associated with leadership gaps.
- Enhance leadership continuity and organizational stability.
- Improve employee morale and retention by promoting internal career development.
- Foster a proactive rather than reactive approach to leadership transitions.
- Build a sustainable talent pipeline aligned with future organizational needs.

## Target Audience

This program is ideal for:

- HR professionals and talent management leaders
- Senior managers and department heads
- Executives responsible for strategic leadership development
- Professionals involved in organizational development and workforce planning
- CEOs and board members looking to ensure organizational stability

## Outlines:

### Day 1: Introduction to Succession Planning

- Defining Succession Planning: What it is and why it matters
- The key components of a successful succession plan
- Aligning succession planning with business strategy
- Identifying critical roles within your organization
- Case studies on successful and unsuccessful succession plans

### Day 2: Identifying and Assessing Talent

- Tools and techniques for identifying high-potential employees
- Assessing leadership capabilities and readiness

- The role of performance reviews and 360-degree feedback
- Talent pools vs. leadership pipelines: What works best?
- Creating talent profiles and succession matrices

#### Day 3: Developing Future Leaders

- Leadership development programs: Design and implementation
- Coaching and mentoring: Building future leaders from within
- Continuous development and the role of stretch assignments
- Linking individual development plans IDPs to succession strategies
- Case study: Successful leadership development programs

#### Day 4: Implementing Succession Plans

- Developing a structured succession plan
- Communicating the plan across the organization
- Overcoming common challenges in succession planning
- Integrating succession planning with other HR practices recruitment, retention, etc.
- Practical exercise: Drafting a succession plan

#### Day 5: Evaluating and Evolving Your Succession Strategy

- Monitoring and evaluating the effectiveness of the succession plan
- Adjusting your plan to account for organizational changes
- Metrics and KPIs for succession planning success
- Succession planning for unexpected events emergency succession

## Registration form on the Training Course: Succession Planning

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
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### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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