

Human Capital



256-P26-CE



In-Class



8 hours



EGP 3.300

Course Description:

Change is a hallmark of today's business world. Our workforce is constantly changing – people come and go and move into new roles within the company. Succession planning can help you make the most of that change by ensuring that when someone leaves, there is someone new to take their place. This course will help you teach the basics of creating and maintaining a succession plan.

Target Audience:

Anyone interested in learning more about adult learning and training.

Course Objectives:

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

- Discuss the elements of a succession plan in terms of roles, responsibility, function, and scope
- Demonstrate how to put the succession plan.

Course Outline

Module 1: Elements of a succession plan

- A Need for Succession Planning
- Defining a Succession Plan
- Identifying Resources and Analyzing Risks
- Defining Roles, Responsibilities, and Functions
- Gathering Information

Module 2: Putting the Plan

- Forecasting Needs
- Putting the Plan Together
- Putting the Plan into Action
- Evaluating and Reviewing the Plan
- Your Action Plan

Assessment Strategy:

Participants will be informally assessed based on their interaction during sessions and their participation in the group exercises.

Course completion will grant participants:

0.6 CEUs

Course Language:

- Training Material: English
- Facilitation: Bilingual

Prerequisites:

None