

Succession Planning Workshop

Overview

This workshop provides an organization with a systematic approach to proactively manage the sustainability of the business through planning for the succession to key roles. There is a growing awareness within organizations of the need for this activity and this workshop bridges the gap between an idea and a practical solution.

Objectives

- To give senior management team members an understanding of the purpose and value of systematic succession planning
- To provide a process for Succession Planning and use this to develop a preliminary Plan for the organization or nominated part of the business with key action steps and responsibilities

Target Participant Group

Directors or senior management team members of an organization, business unit or department who have knowledge of the business plans and of the employees within their business. 4 – 7 participants.

Running Time

0.5 – 1 day depending on the organization/business unit/department and number of jobs and people to be covered.

Summary of Content

- Participants are guided through an outline of what the succession planning process is, what benefits there are for the business, and what their responsibilities are within it
- The facilitator works participants through the succession planning for a nominated part of their business to produce a written action plan
- Participants use formats provided, systematically review key positions, consider immediate and medium term needs, and use a talent pool generated from an analysis of both the performance and potential of employees using key assessment criteria
- A further template and process is provided for designing Individual Development Plans for key employees identified through this process

Special Features

- This workshop is interactive and participants must bring with them a list of current employees within their own area of responsibility and any available performance management evaluations on such staff
- Policy, process, templates and methodology is provided for ongoing application of the system within an organization