



HR Strategy and Training

# 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 plan 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 workplaces, 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.

## Target Audience

---

**Who is this course for, and can benefit the most**

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.

## Learning Objectives

---

**At the end of the training course, participants will be able to**

- 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 employee and 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 developments systems that bring results
- Identify and use techniques to resolve challenges in succession planning
- Advance the organization's manpower strategies through effective talent management system, tools and methods

## 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

### • 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 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

### **• 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

### **• 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

#### **• 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

## **Confirmed Sessions**

FROM	TO	DURATION	FEES	LOCATION
May 4, 2025	May 8, 2025	5 days	4250.00 \$	KSA - Al Khobar
Aug. 10, 2025	Aug. 14, 2025	5 days	2150.00 \$	Virtual - Online

FROM	TO	DURATION	FEES	LOCATION
Sept. 8, 2025	Sept. 12, 2025	5 days	4250.00 \$	UAE - Dubai
Dec. 29, 2025	Jan. 2, 2026	5 days	5950.00 \$	USA - Los Angeles