

## TALENT/CAREER DEVELOPMENT AND SUCCESSION PLANNING



### COURSE OVERVIEW

Today's manager cannot choose not to involve himself/herself in the Management of Career Development and Succession Planning, decisions are made and events occur. The choice is how much you intend to be a *master* or *victim* of those events.

This program therefore concentrates on the practical aspects of this topic by establishing a clearer relationship between the work to be done and the type of people available to do it. Not only in the present but as far as possible into the future as appropriate.

By establishing a positive framework for the above this will enable a company to clearly identify the potential career talent on-hand and develop qualities through coaching and mentoring interventions.

Through this program you will learn the power of integrating your company's infrastructure of HR assessment, planning and development tools into a single cogent system. This program

also explains how to align your company's people with the current and future needs of the organization by placing employees in positions that maximize their value.

## **COURSE OBJECTIVES**

At the end of this course delegates will be able to:

- **Identify core technical and behavioural competencies essential to organizational performance.**
- **Identify competencies and clarify values for planning and managing a succession process.**
- **Develop talent systems to plan for and quickly fill crucial vacancies at all levels.**
- **Calculate the cost of poor succession management and its organizational impact.**
- **Develop strategic executive and management coaching and mentoring competencies**
- **Apply methods to develop and retain top talent that builds and preserves your organization's intellectual capital.**
- **Assess current and future resources for seamless succession planning.**
- **Identify personal strengths and compensate on perceived weaknesses.**
- **Identify career progression stages and how to transition between them.**
- **Develop planning and control techniques.**
- **Identify your personal style at work.**
- **Identify the key things to do to maximize performance.**

## **WHO SHOULD ATTEND**

This constructive workshop was originally designed for HR personnel to understand and design their own plans but we now find increasingly more technical managers and engineering professionals attending who are required to produce career plans for their departments and consider succession replacements.

## **COURSE DURATION**

5 days

## **COURSE LANGUAGE**

English

## **PROGRAM METHODOLOGY**

The program is of relevance to those people who need to turn their career plans into reality by developing a practical succession plan. This will be achieved by delegates reviewing various examples of plans and career development systems in use today and practising ways of construction. The merits of the various systems will be studied through a series of activities, case studies, exercises and diagnosis.

## **COURSE OUTLINE**

- ◆ **Introduction to Career Development and Succession Planning**
  - The value in understanding the fundamentals of succession planning
  - The advantages of succession planning
  - Need of Career Development Planning
  
- ◆ **Enhance Your Organizational Vision**
  - Devise and implement an effective succession plan to get the right people in the right position
  
- ◆ **Succession Planning Framework**
  - Understand the organization's long-term goals and objectives
  - Identify the workforce's developmental needs
  - Determine workforce trends and predictions
  - Determine what employee movement needs to occur
  
- ◆ **Succession Planning Methods and Process**
  - The benefit of knowing the methods and processes of succession planning
  - Key requirements for succession planning
  - The factors affecting succession planning
  - To link the Human Resources Plan with the Strategic Business Plan
  - The steps for succession planning.
  
- ◆ **Setting Goals and Objectives**
  - Personal goals
  - Organisational goals
  - Long-term goals
  - Medium-term goals
  - Short-term goals
  
- ◆ **Establish Leadership Planning Boards**
  - Identify key positions agency wide

- Establish core competencies for critical positions
- Develop diverse candidates to enhance organizational excellence
  
- ◆ **Identify “Profiles of Positive Hires” for Leadership Positions**
  - Recognize talent from multiple organizational levels early in their careers
  
- ◆ **Assessing Leadership and Talent**
  - The steps to assessing the leadership and talent
  - Assess individuals’ readiness to assume possible job openings and compare competency levels
  
- ◆ **Ensure Leadership Continuity**
  - Prepare individuals for increased leadership and managerial responsibilities
  - Communicate key competencies needed for leadership positions presently and in the future
  
- ◆ **Self - Development**
  - Introduction to Self-Development
  - Goal setting (Vision) and achievement
  - What do I do to achieve the Vision?
  - Motivation (positive aggression)
  - Progression and change
  
- ◆ **Identifying Competency**
  - Strengths, Weaknesses, Opportunities and Threats
  - Skills list
  - Life curve
  
- ◆ **Developing Competency**
  - Set rigorous standards for yourself
  - Improving your skills
  - Identifying further training/education
  - Ensure your training program is relevant and in sufficient depth to enable you to perform up to expectations in your position
  - Master technology; keep your skills current
  - Show initiative
  - Work extra hard
  - Volunteer for team participation
  
- ◆ **Building Blocks of Success**
  - Hard skills
  - Soft skills
  - Perspective
  - Purpose
  - Personality

- Planning
- Productivity
- ◆ **Develop Individual Development Plans**
  - Accepting continuing change
  - Career -pathing (diverting and disrupting)
  - Prepare individual plans that outline specific activities to enhance their skills and broaden their experience
  - Emphasize developmental assignments in addition to formal training
- ◆ **Develop and Implement Coaching and Mentoring Programs**
  - Assist employees in identifying future performance goals and expectations
  - Provide professional development to enhance learning in the workplace
- ◆ **Evaluate Candidate Performance**
  - Create, monitor and continually adjust development plans
  - Ensure that candidates are progressing in accordance with their developmental plans
  - Identify gaps in current employee and candidate competency levels
  - Facilitating measurement of performance against competencies and goals, and create meaningful, clear reviews

## **FACILITATOR/PRESENTER PROFILE**



**John B. Straker**  
**M.Sc., P.G.C.E., C. Eng., M.C.I.P.D.**  
**[\(British National\)](#)**

John is an U.K. citizen who is a presenter of programs in the Management Sciences as well as a specialist Consultant in Human Resources, delivering training programs and undertaking H.R. projects for major corporations on a range of Organizational and Human Resource issues.

As a Principal Specialist in his field, he has extensive worldwide experience implementing performance solutions, graduate development programs, succession plans, establishing 'greenfield' H.R. functions and creating major management training and development centres of excellence and delivering seminars.

His HR and management development experience spans over 30 years in a global environment, working for a diverse range of multinationals including; Shell, Chevron/Texaco

(Kuwait), Caltex (Bahrain), Foster-Wheeler (Yanbu) etc. This selection of companies has given him the opportunity to live and work in a variety of countries such as: Australia, New Zealand, Canada, USA, Europe and the Middle East.

### **Work Experiences in the Middle East and Qatar**

- 2012 Negotiation Skills for QP
- 2012 Leadership for QP
- 2012 Negotiation for QP
- 2012 Management for QP
- 2013 Supervisory Skills QAFCO
- 2013 Leadership for QP
- 2014 Supervisory Skills for QAFCO

His academic posts include lecturing for the University of Wales, NEWI College and the other academic posting was with the King Fahad University of Petroleum and Minerals in Dhahran, Saudi Arabia.

John has held very senior positions in the management and human resource fields, for example; Consultant to the Vice President of Chevron, Group Manager of Human Resource Development for the Savola Company, Jeddah, Learning Program Manager, Foster-Wheeler, Yanbu and Head of Employee Development for Dubai Aluminium.

During his time in Dubai, he created - from a green-field site – the management and graduate development center for the oil, gas and aluminium industries. The Centre was opened by H.R.H. Princess Anne and recognized by the World Bank as one of the most advanced centers for HRD in the Middle East. Later in his career, he established the Management Centre of Excellence for Savola in Jeddah, which became a self-funding institute due to the demand for the first class presentation of its programs.

Presently, he now conducts programs in Qatar, UAE, Bahrain, Oman and Saudi Arabia in a range of management and supervisory programs and human resources plus undertaking H.R. projects to help organizations improve performance at the individual and organizational level. **His interests lie in developing potential in all employees by creating a highly interactive learning environment.**

John, therefore, conducts programs that are action oriented in style, with group and individual participation. His aim is to deliver programs that meet the organizational needs with the goal of achieving business results.