PROFESSIONAL DEVELOPMENT TRAINING

Business Succession Planning

016 299 1479

REQUEST QUOTE

1.0 DAY COURSE

Many organizations have no premeditated succession plans for senior or middle management, which can have devastating consequences when there is a sudden or unexpected change in personnel.

With this Business Succession Planning training course, PD Training trainers will help your executives, leaders and human resources staff to create a plan for the current viability of business operations. They will then identify who the vital people are within the organization, who requires mentoring, the strengths of those individuals, and how to prepare and react when employees are no longer with the organization.

This Succession planning training course is available now throughout :Kuala Lumpur and Malaysia.

This Business Succession Planning training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote or enroll now into the next public course date.

What You'll Gain:

The loss of valuable leadership can cripple a company. Business succession planning is essentially preparing successors to take on vital leadership roles when the need arises.

Whether it is preparing someone to take over as the sole proprietor of a small business or a position of leadership in a corporation, business succession planning is essential to the long-term survival of a company. This course will teach you the difference between succession planning and mere replacement planning and how to prepare people to take on the responsibilities of leadership so that the company thrives in the transition.

Outcomes

In this course participants will:

- Learn the importance of succession planning

- Understand the process of succession planning
- Recognize the importance of mentoring as a component of your plan
- Learn to set goals using a SWOT analysis
- Draft a plan, assign responsibilities and establish monitoring systems
- Understand the importance of change management
- Learn to anticipate obstacles
- Know how to re-evaluate goals and focus on progress
- Recognize when success has been achieved

Modules

Lesson 1: Getting Started
- Workshop Objectives
- Action Plans and Evaluation Forms

Lesson 2: Succession Planning Vs. Replacement Planning
- What is Business Succession Planning?
- What is Replacement Planning?
- Differences between Succession and Replacement
- Deciding what you need

Lesson 3: Preparing for the Planning Process
- Should you establish a committee?
- How to gather operational data

Lesson 4: Initiating Process
- Develop a Mission Statement
- Develop a Vision Statement
- Choosing to be a mentor

Lesson 5: The SWOT Analysis
- Identifying Strengths
- Identifying Weaknesses
- Identifying Opportunities
- Identifying Threats

Lesson 6: Developing the Succession Plan
- Prioritize what the succession plan will address
- Set goals and objectives
- Develop a strategy for achieving goals
- Draft the plan

Lesson 7: Executing the Plan
- Assign responsibility and authority
- Establish a monitoring system
- Identifying paths
- Choosing your final approach

Lesson 8: Gaining Support
- Gathering data
- Addressing concerns and issues
- Evaluating and adapting

Lesson 9: Managing the Change

- Developing a change management plan
- Developing a communication plan
- Implementing the plans
- Providing constructive criticism
- Encouraging growth and development

Lesson 10: Overcoming Roadblocks

- Common obstacles
- Re-Evaluating goals
- Focusing on progress

Lesson 11: Reaching the End

- How to know when you've achieved success
- Transitioning
- Wrapping it all up

Lesson 12: Wrapping Up

- Words from the Wise
- Action Plans and Evaluations

Talk to our expert team

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