

Career Development and Succession Planning Course

Venue Information

Venue: London UK

Place:

Start Date: 2026-04-28

End Date: 2026-05-02

Course Details

Net Fee: £4750.00

Duration: 1 Week

Category ID: HRMC

Course Code: HRMC-27

Syllabus

Course Syllabus

Introduction

Those involved in designing, setting up or controlling career development systems; also, line managers who are involved in, or accountable for, the career development of their staff.

Objectives

- Demonstrate understanding of the basics of career development and succession planning.
- Distinguish succession planning and management from replacement planning, talent management, and human capital management.
- Compare traditional and career-planning-oriented HR focus.
- Explain employee and employer career development roles.
- Examine innovative corporate career development initiatives.

Day One

Putting People First

- Putting People Before the Numbers
- People's Wants from Their Organizations
- Organizations' Wants
- Present Top HR Priorities
- HR Activities: Traditional Focus versus Career Development Focus

Day Two

The Basics of Career Management and Succession Planning and Management

- Careers Today: The Importance of Development
- Definition of Career Development
- Essential Elements in an Integrated Career Development System
- Definition of Succession Planning
- Main Aims and Reasons for Establishing a Succession Planning and Management System
- Organizational Readiness for Change

Day Three

Promoting a Development Culture

- Characteristics of a Development Culture
- Career Development as a Change Agent
- Roles and Responsibilities in a Development Culture
 - Role of Human Resources
 - Role of Line Managers
 - Role of Top Management
 - Role of Developees

Day Four

Identifying High Potentials

- High Potentials and High Professionals
- Assessing Individual Potential
- Best Practices to Improve the Management of High Potentials
- Qualities of Processes to Spot, Develop, and Retain High Potentials

Day Five

- Mentoring: A Must Have System for Career Development
- Career Counseling Services

Developing Internal Successors

- Making the Business Case for Succession Planning and Management
- Starting the Systematic Succession Planning and Management Program
- Refining the Program
- Assessing Present Work Requirements and Individual Job Performance
- Assessing Future Work Requirements and Individual Potential
- Closing the Development Gap