

# Career Development and Succession Planning Course

## Venue Information

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**Venue:** London UK

**Place:**

**Start Date:** 2026-11-17

**End Date:** 2026-11-21

## Course Details

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**Net Fee:** £4750.00

**Duration:** 1 Week

**Category ID:** HRMC

**Course Code:** HRMC-27

## Syllabus

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### 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.

## Contents

### 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 Developpees

### 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