



TALENT MANAGEMENT & Career Development Planning

Course Introduction:

This is a practical course using key principles and latest practices in talent management and succession planning. You will use a mixture of your live issues and case studies to help you create conditions to effectively manage talent and plan successions consistently, fairly and effectively. The event relates both talent management and succession planning to overall HR and operational goals and strategies to help you attract and retain your organization's most talented people. You will leave with an action plan to apply this to your organization building in both the latest thinking on the subject and your organization's specific needs.

Course Objectives:

By the end of the program, participants will be able to:

- Identify the building blocks of talent management.
- Set up a talent management system.
- Define the linkages between organization excellence and effective people management.
- Identify, keep, develop and promote the best people.
- Coach, train and develop super keepers.
- Integrate compensation with talent management so that they can retain their top people.
- Realize the role of Information Technology in supporting a talent management system.
- 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.
- Close the developmental gap by operating and evaluating a succession planning and management program.
- Prepare individual development plans and manage career choices.

Who Should Attend?

These courses are specialist programs appropriate for staff who are eager to learn the processes of Training Needs Analysis (TNA) and training evaluation, including:

- HR Managers
- Personnel and HR Officers/Coordinators
- Training Officers/Coordinators
- Newly appointed Training Managers
- Training Consultants and Advisors

Course Outline:

The War for Talent

- Six Realities about People Today
- The Battle for Brainpower
- Talent Management as Part of a Development Culture
- The Triumph of the HR Department

Intangibles: The New HR Return on Investment

- Intangibles Defined
- The Rising Importance of Intangibles
- An Architecture for Intangibles
- HR's Role in Building Organizational Capabilities

Proactive Talent Management

- Six HR Conditions for Organizational Success
- Defining Proactive Talent Management
- The Foundations of Talent Management
- Talent Management is Different from Succession Planning and Management

Talent Management: Problem or Solution?

- A Short Historical Perspective
- Talent Management as Part of Risk Management
- A New Framework for Talent Management

Creating a Talent Management System

- Four Steps to Follow
- Key Positions and Key People
- Identifying High Potentials
- The Performance Potential Grid
- The Talent Web
- Qualities of Processes Needed to Spot, Develop and Retain Excellence
- Integrating Coaching, Training and Development with Talent Management
- Optimizing Investment in People

Institutional Strategies for Dealing with Talent Management Issues

- Navigating the Forces Impacting Talent Management
- Institutional Strategies and Best Practices

Retaining Top Talent: The Big Challenge

- Common Mistakes Made by Companies and How to Avoid Them
- Integrating Compensation with Talent Management
- Twelve Recommendations to Keep your Talented People

Wrap Up: Turning your Organization into a Talent Master

- What it Takes to Become a *Talent Master*.
- Winning the War for Talent

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

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

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 Developers

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

Career Development: Tools and Methodologies

- Competencies: The Foundation for Career Development
- Coaching: An Essential Managerial Function
- Mentoring: A Must Have System for Career Development
- Career Counseling Services

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session