COURSE OVERVIEW HM0859
Leadership Development Program & Succession Planning

Course Title
Leadership Development Program & Succession Planning

Course Date/Venue
Session 1: June 29-July 03, 2025/Meeting Plus 9, City Centre Rotana, Doha, Qatar

Session 2: September 14-18, 2025/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE

Course Reference
HM0859

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide participants with a detailed and an up-to-date overview of Leadership Development Program & Succession Planning. It covers the importance of leadership, leadership styles and models and leadership competencies framework; crafting and aligning vision and mission and communicating vision effectively; the role of leaders in strategy execution and emotional intelligence in leadership; and the leadership traits and behaviors, communication skills for leaders and ethical leadership and decision-making.

Further, the course will also discuss the stages of team development; the roles and responsibilities in teams; the conflict resolution techniques and fostering collaboration and trust; creating a motivating work environment and setting SMART goals and KPIs; conducting performance reviews and giving and receiving feedback; the high-performance culture, change management and leadership; and the diversity, equity and inclusion in leadership and strategic thinking for leaders.

During this interactive course, participants will learn the succession planning, talent identification and development, workforce planning and forecasting; the succession planning models and frameworks and the role of HR and leadership in succession; structuring and aligning individual development plans (IDPs) business needs, tracking development progress and linking IDPs to succession planning; the leadership assessment techniques, learning and development methods and mentoring and knowledge transfer; developing future leaders, technology in leadership development and aligning leadership and organizational strategy; monitoring and evaluating leadership programs; developing an actionable succession plan; and implementing risk management in succession planning.

Course Objectives

Upon the successful completion of this course, each participant will be able to: -

- Apply and gain in-depth knowledge on leadership development and succession planning

- Discuss the importance of leadership, leadership styles and models and leadership competencies framework

- Craft and align vision and mission, communicate vision effectively and identify the role of leaders in strategy execution

- Carryout emotional intelligence in leadership, leadership traits and behaviors, communication skills for leaders and ethical leadership and decision-making

- Describe the stages of team development including the roles and responsibilities in teams and apply conflict resolution techniques and fostering collaboration and trust

- Create a motivating work environment, set SMART goals and KPIs, conduct performance reviews and give and receive feedback

- Build a high-performance culture and apply change management and leadership, diversity, equity and inclusion in leadership and strategic thinking for leaders

- Implement succession planning, talent identification and development as well as workforce planning and forecasting

- Illustrate succession planning models and frameworks and identify the role of HR and leadership in succession

- Structure and align individual development plans (IDPs) business needs, track development progress and link IDPs to succession planning

- Employ leadership assessment techniques, learning and development methods and mentoring and knowledge transfer

- Develop future leaders, apply technology in leadership development and align leadership and organizational strategy

- Monitor and evaluate leadership programs, develop an actionable succession plan and implement risk management in succession planning

Exclusive Smart Training Kit - H-STK®

Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes electronic version of the course materials conveniently saved in a Tablet PC.

Who Should Attend

This course provides an overview of all significant aspects and considerations of leadership development program and succussion planning for team leaders and supervisors, HR professionals and talent management specialists, department heads and functional managers, executives or directors, entrepreneurs or business owners and other technical staff.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30%   Lectures
20%   Practical Workshops & Work Presentations
30%   Hands-on Practical Exercises & Case Studies
20%   Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Fee

Dubai	**US$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Doha	**US$ 6,000** per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours

Certificate Accreditations

Haward's Certificates are accredited by the following international accreditation organizations:

- **British Accreditation Council (BAC)**

    Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- **The International Accreditors for Continuing Education and Training (IACET - USA)**

    Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

    Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

    Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. **Jerome Topley**, PgDip (on-going), MBA, BCom, NVQ6, is a **Senior Human Resource & Management Consultant** with over **30 years** of extensive experience. His expertise lies extensively in the areas of **Human Resource** Development, **Human Resource** Management, **Human Resource Scorecard** Management, **Employee** Development, **Leadership** Development, **Talent** Acquisition, Managing Change in **Talent Strategies**, **Talent** Management, **Learning & Development** Expertise, **Workforce Planning, Competency-Based** Performance Management, **Technological Integration, Data-Driven Decision-Making, Skills Gap Analysis, Psychometric** Testing, **Career Development** & Competence, **Succession Planning**, **Self-Development & Empowerment**, **Personal Learning Needs Identification**, Critical Success Factors (**CSFs**), Key Performance Indicators (**KPIs**), Productivity **Creativity & Thinking** Modes, **Career Laddering**, **Leadership** Skills, **Communication** & **Interpersonal** Skills, **Performance** & **Creativity** Skills, **Listening** Skills, **Negotiation** Skills, **Persuasion** & **Assertiveness** Skills, **Time** & **Stress** Management, **Influencing Techniques**, **Conflict** Management, **Business Writing** Skills, **Writing Business Correspondence & Document Control**, Writing Memos & Business Letters, Business & Technical **Report Writing**, **Communication** Skills, **Business Communication Etiquette**, **Interpersonal** Skills, **Presentation** Skills, **Organizational & Leadership** Skills, **Coaching & Mentoring**, Self & Personal Development, **Creative Problem Solving**, **Performance** Management, **Conflict** Management, **Risk** Management, **Resource** Management, **Emotional Intelligence**, **Customer** Service, Persuasion Techniques, **Supervisory** Skills, Public Relations & Corporate Communication, Strategic **Planning & Creative Thinking** and **Performance** Assessment & Appraisal. Further, he is also well-versed in Broadcasting, News & Sport Reporting, Presentation Skills, Communication Skills, Problem Solving & Decision Making, Pharmaceutical Environment, Ophthalmology, Surgical Instruments & Endocrinology, Agricultural Productivity, Plants Farming, Cultivation & Harvesting and Agricultural Mechanics.

During Mr. Topley's career life, he had occupied several significant positions and dedication as the **Executive Director**, **Chief of Staff**, **General Manager**, **HR Manager**, **Producer/Presenter**, **Public Broadcaster Talk Show Host**, **Stand-in Presenter**, **Radio Presenter**, **News Reader**, **Medical Technician** and **Detailing Medical Representative** in **Ophthalmology**, **Surgical Instrument** and **Endocrinology** from various companies and institution such as Wyeth, Topley Consulting, SABC Afrikaans Radio, Ministry of Agriculture, Agri Mega Group and Western Cape Education Department.

Mr. Topley has a **Bachelor's** degree of **Commerce** (**BCom**) with Honours, a **National NVQ Level-6 Diploma** in **Education & Linguistics**, a **Master Certificate** in **Business Administration** and currently enrolled in **Post-Graduate Diploma** (**PgDip**) in **Business Management**. Further, he is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**), a **Qualified Medical Technician** in **Chemical Pathology**, a **Registered Medical Technology Student** and holds a **Professional Development Certificate** in **Outcomes-Based Assessment Techniques**. Moreover, he was awarded as the Outstanding Contribution to the Educational Sector by the Federation of Governing Bodies of South African School (FEDSAS), the Best Consumer Journalist of the Year by the National Credit Information Ombudsman and the Radio Talk-Show Host (Current Affairs) by the South Africa's Public Broadcaster. He has further delivered innumerable trainings, courses, workshops and seminars globally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	**PRE-TEST**
0830 – 0930	***Introduction to Leadership Development*** *Definition and Importance of Leadership • Differences Between Leadership and Management • Leadership Styles and Models • Leadership Competencies Framework*
0930 – 0945	*Break*
0945 -1030	***Understanding Organizational Vision & Mission*** *Crafting and Aligning Vision and Mission • Strategic Alignment with Leadership Goals • Communicating Vision Effectively • Role of Leaders in Strategy Execution*
1030 – 1130	***Emotional Intelligence in Leadership*** *Self-Awareness and Self-Regulation • Social Awareness and Empathy • Building Interpersonal Relationships • Managing Emotional Triggers*
1130 - 1230	***Leadership Traits & Behaviors*** *Core Traits of Effective Leaders • Behavior-Based Leadership Assessment • Developing Adaptive Leadership Skills • Leading with Integrity and Resilience*
1230 – 1245	*Break*
1245 – 1330	***Communication Skills for Leaders*** *Active Listening and Feedback Techniques • Non-Verbal Communication Impact • Storytelling and Persuasive Messaging • Handling Difficult Conversations*
1330 - 1420	***Ethical Leadership & Decision-Making*** *Ethical Principles in Leadership • Frameworks for Ethical Decisions • Corporate Governance and Compliance • Case Studies on Ethical Dilemmas*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day One*

Day 2

0730 – 0830	***Team Building & Group Dynamics*** *Stages of Team Development • Roles and Responsibilities in Teams • Conflict Resolution Techniques • Fostering Collaboration and Trust*
0830 - 0930	***Motivating & Engaging Employees*** *Intrinsic versus Extrinsic Motivation • Recognition and Reward Strategies • Creating a Motivating Work Environment • Employee Engagement Drivers*
0930 – 0945	*Break*
0945 – 1100	***Performance Management & Coaching*** *Setting SMART Goals and KPIs • Conducting Performance Reviews • Coaching versus Mentoring • Giving and Receiving Feedback*
1100 – 1230	***Building a High-Performance Culture*** *Defining High-Performance Culture • Culture Change Strategies • Leader's Role in Shaping Culture • Measuring Cultural Effectiveness*

1230 - 1245	Break
1245 – 1330	**Change Management & Leadership** *The Change Curve and Human Reactions • Kotter's 8-Step Change Model • Role of Leadership in Change • Communicating and Sustaining Change*
1330 - 1420	**Diversity, Equity & Inclusion in Leadership** *Understanding DEI Concepts • Inclusive Leadership Traits • Unconscious Bias and Mitigation • Building Inclusive Teams*
1420 – 1430	**Recap** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Two*

Day 3

0730 – 0830	**Strategic Thinking for Leaders** *Systems Thinking in Leadership • Visionary and Critical Thinking • Opportunity Identification • Risk Assessment and Mitigation*
0830 - 0930	**Basics of Succession Planning** *Definition and Significance • Link Between Leadership Pipeline and Strategy • Types of Succession Planning • Common Succession Pitfalls*
0930 – 0945	Break
0945 – 1100	**Talent Identification & Development** *Competency Mapping • Potential versus Performance • Assessment Tools and Techniques • High-Potential Employee Programs*
1100 – 1230	**Workforce Planning & Forecasting** *Demographic Analysis • Future Leadership Needs • Talent Gaps and Implications • Strategic Workforce Planning Tools*
1230 - 1245	Break
1245 – 1330	**Succession Planning Models & Frameworks** *9-Box Grid Model • Replacement versus Succession Planning • Leadership Bench Strength Analysis • Integration with HR Strategy*
1330 - 1420	**Role of HR & Leadership in Succession** *HR's Strategic Partnership • Executive Sponsorship • Collaborative Development Plans • Monitoring and Accountability*
1420 – 1430	**Recap** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Three*

Day 4

0730 – 0830	**Individual Development Plans (IDPs)** *Structuring IDPs • Aligning IDPs with Business Needs • Tracking Development Progress • Linking IDPs to Succession Planning*
0830 - 0930	**Leadership Assessment Techniques** *360-Degree Feedback • Personality and Behavioral Assessments • Assessment Centers • Developmental Feedback and Coaching*
0930 – 0945	Break
0945 – 1100	**Learning & Development Methods** *On-the-Job Training • Leadership Academies • Stretch Assignments and Secondments • Executive Coaching*

1100 – 1230	**Mentoring & Knowledge Transfer** *Formal versus Informal Mentoring • Reverse Mentoring Programs • Knowledge Capture Strategies • Succession Through Mentorship*
1230 - 1245	*Break*
1245 – 1330	**Developing Future Leaders** *Identifying Future Trends and Skills • Generational Leadership Development • Resilience and Adaptability Training • Global Leadership Competencies*
1330 - 1420	**Technology in Leadership Development** *E-Learning Platforms and LMS • AI-Based Coaching and Simulations • Virtual Leadership Programs • Analytics in Leadership Development*
1420 – 1430	**Recap** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Four*

Day 5

0730 – 0930	**Aligning Leadership & Organizational Strategy** *Strategic Leadership Development Plans • Leadership Strategy Scorecard • Organizational Agility and Leadership • Case Examples of Strategic Alignment*
0930 – 0945	*Break*
0945 – 1100	**Monitoring & Evaluating Leadership Programs** *KPIs for Leadership Development • ROI of Leadership Programs • Feedback Mechanisms • Continuous Improvement Cycles*
1100 – 1230	**Developing an Actionable Succession Plan** *Step-by-Step Plan Creation • Timelines and Milestones • Role Clarity and Accountability • Communication of the Plan*
1230 - 1245	*Break*
1245 – 1300	**Risk Management in Succession Planning** *Leadership Continuity Risks • Emergency Succession Planning • Risk Mitigation Measures • Legal and Ethical Considerations*
1300 - 1345	**Leadership Case Studies & Best Practices** *Global and Regional Case Examples • Lessons Learned from Failed Succession • Industry Benchmarking • Panel/Group Analysis*
1345 – 1400	**Course Conclusion** *Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course*
1400 – 1415	**POST-TEST**
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

This practical and highly-interactive course includes the following real-life case studies:-

Course Coordinator

Reem Dergham, Tel: +974 4423 1327, Email: reem@haward.org