



## COURSE OVERVIEW HM0860

### Certified Talent Management & Succession Planning

#### Course Title

Certified Talent Management & Succession Planning

#### Course Date/Venue

Session 1: August 24-28, 2025/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE

Session 2: November 30-December 04, 2025/Meeting Plus 9, City Centre Rotana, Doha, Qatar



#### Course Reference

HM0860

#### 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 Certified Talent Management & Succession Planning. It covers the talent management with business performance, principles of succession planning and workforce planning fundamentals; the role of competencies in talent decisions; creating job and leadership competency models; mapping competencies to performance and the assessment tools for validation; the talent lifecycle management, organizational readiness for succession planning and high potentials (HiPos); the talent assessment techniques, leadership development strategies; and the effective individual development plans (IDPs).



Further, the course will also discuss the talent pool creation and management, career pathing, talent mobility, succession planning models and approaches; the critical role identification, role criticality matrix, business impact analysis, succession risk ratings and talent dependency index; the successor identification and evaluation, governance and accountability; and integrating with performance management.



During this interactive course, participants will learn the succession planning technology tools, developing an implementation roadmap and change management in succession planning; the manager role in identifying successors, building development plans and handling difficult talent conversations; the communication strategies for talent planning, metrics and KPIs for talent and succession as well as legal and ethical considerations; evaluating succession planning effectiveness; and sustaining talent management initiatives.

### **Course Objectives**

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

- Apply and gain in-depth knowledge on talent management and succession planning
- Link talent management with business performance and discuss the principles of succession planning including workforce planning fundamentals
- Define the role of competencies in talent decisions, create job and leadership competency models, map competencies to performance and apply assessment tools for validation
- Carryout talent lifecycle management, organizational readiness for succession planning and identifying high potentials (HiPos)
- Employ talent assessment techniques, leadership development strategies and effective individual development plans (IDPs)
- Apply talent pool creation and management, career pathing and talent mobility and succession planning models and approaches
- Discuss the critical role identification covering role criticality matrix, business impact analysis, succession risk ratings and talent dependency index
- Carryout successor identification and evaluation, governance and accountability and integrating with performance management
- Recognize succession planning technology tools, develop an implementation roadmap and apply change management in succession planning
- Discuss manager role in identifying successors, build development plans and handle difficult talent conversations
- Implement communication strategies for talent planning, metrics and KPIs for talent and succession and legal and ethical considerations
- Evaluate succession planning effectiveness and sustain talent management initiatives

### **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 talent management and succession planning for HR managers and HR business partners, talent acquisition and talent development specialists, learning and development (L&D) professionals, organizational development (OD) practitioners, succession planning officers, workforce planning analysts, HR directors and who are involved in workforce planning, employee development and strategic HR functions.

## Course Certificate(s)

- (1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Certificates are valid for 5 years.

**Recertification is FOC for a Lifetime.**

## Sample of Certificates

The following are samples of the certificates that will be awarded to course participants: -







- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

\* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \*

 **Haward Technology Middle East**  
Continuing Professional Development (HTME-CPD)

**CEUs**

**CEU Official Transcript of Records**

**TOR Issuance Date:** 14-Nov-24  
**HTME No.** 74851  
**Participant Name:** Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HM0860	Certified Talent Management & Succession Planning	Nov 10-14, 2024	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date **3.0**

**TRUE COPY**  
  
Jaryl Castillo  
Academic Director

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


         

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | E-mail: info@haward.org | Website: www.haward.org

\* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \*

### **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.

### **Accommodation**

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



### 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. Pete Du Plessis**, MSc, BSc, is a **Senior HR Consultant** with over **30 years** of extensive experience. His expertise lies extensively in the areas of Human Resource Management (**HRM**), Human Resource Development (**HRD**), Behaviour Based **Interviewing & Recruitment**, **Learning & Development**, Effectiveness in HR & Training, **Talent Management**, Succession Planning, Competency Frameworks, **Career Path Planning & Performance Management**, Modern **Leadership & Management Skills**, Identification & Analysis of **Training Needs**, **Teamwork & Collaboration**, People Management Essentials, Building Environment of **Trust & Commitment**, **Emotional Intelligence**, Developing **HR Business Partner** Effectiveness, **Leadership Challenge**, **Project Management**, **Financial Management**, **Planning, Budgeting & Cost Control**, **Document Management**, **Record Management**, **Contract Management**, **Negotiation Management**, **Risk Management**, **Leadership & Business Management**, **Production & Inventory Management**, **Warehousing**, **Purchasing & Marketing Management**, **Work Engineering & Advanced Production Techniques**, **Production Logistics**, **Supply Chain Management**, **Fleet Management**, **Stores & Stock Control**, **Human Resources & Industrial Relations Management**, **Quality Assurance & Control**, **Operations Management**, **Project Management**, and **Strategic Planning & Management**. Previously, he was the **Quality Manager** of **Benteler Automotive**, where he was responsible for implementing, controlling and managing quality and technical department processes and systems and mobilizing the quality control department, procedures and quality management system.

During his career life, Mr. Plessis has worked with several prestigious companies occupying numerous challenging managerial and technical positions such as being the **Financial Manager**, **Operations Manager**, **Technical & Quality Manager**, **Human Resource Management**, **Logistics & Purchasing Manager**, **Head Metrologist**, **Quality Engineer**, **Project Engineer**, **Materials & Warehouse Planner & Controller** and **Quality Control Inspector**. All throughout his career, he has mastered and specialized in the application of project management, warehouse & inventory control, value chain analysis, logistics & strategic planning, process flow analysis, business process evaluation & re-engineering, master-plan development, capacity planning and site space-planning & development.

Mr. Plessis has **Bachelor** degree with **Honours** in **Industrial Engineering & Management**. Further, he has gained **Diploma** in **Quality & Production Management**. He is also a **Certified Assessor & Moderator** with the Manufacturing, Engineering & Related Services Education and Training Authority (MERSETA), a **Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM)** and a **Certified Instructor/Trainer** by the APICS. He has further delivered numerous trainings, courses, seminars, conferences and workshops internationally.





### 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.

### Course Fee

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

### 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	<i>Registration &amp; Coffee</i>
0800 – 0815	<i>Welcome &amp; Introduction</i>
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Introduction to Talent Management</b> <i>Definition and Scope • Strategic Importance in Organizations • Link with Business Performance • Trends and Future Directions</i>
0930 – 0945	<i>Break</i>
0945 -1030	<b>Principles of Succession Planning</b> <i>Key Definitions and Objectives • Business Continuity and Risk Mitigation • Internal versus External Succession • Aligning with Corporate Strategy</i>
1030 – 1130	<b>Workforce Planning Fundamentals</b> <i>Demand and Supply Forecasting • Gap Analysis Techniques • Strategic Workforce Models • Integrating with HR Systems</i>
1130 - 1230	<b>Competency-Based Talent Frameworks</b> <i>Role of Competencies in Talent Decisions • Creating Job and Leadership Competency Models • Mapping Competencies to Performance • Assessment Tools for Validation</i>
1230 – 1245	<i>Break</i>
1245 – 1330	<b>Talent Lifecycle Management</b> <i>Acquisition, Development and Retention Phases • Career Pathing and Mobility • Lifecycle Challenges in Global Contexts • Metrics for Lifecycle Effectiveness</i>



1330 - 1420	<b>Organizational Readiness for Succession Planning</b> Leadership Commitment • Talent Review Boards • Creating a Talent Culture • Change Management Essentials
1420 – 1430	<b>Recap</b> 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	<b>Identifying High Potentials (HiPos)</b> Definition and Criteria • Tools and Methods (9-Box, Performance-Potential Grids) • Bias Mitigation in Selection • Differentiating HiPos versus High Performers
0830 - 0930	<b>Talent Assessment Techniques</b> Psychometric Tools • Behavioral Interviews • Development Centers • 360-Degree Feedback
0930 – 0945	Break
0945 – 1100	<b>Leadership Development Strategies</b> On-the-Job Development • Formal Education and Training • Mentorship and Coaching • Executive Exposure Opportunities
1100 – 1230	<b>Individual Development Plans (IDPs)</b> Components of an Effective IDP • Linking Goals to Competencies • Manager and Employee Roles • Monitoring and Revising IDPs
1230 - 1245	Break
1245 – 1330	<b>Talent Pool Creation &amp; Management</b> Building Critical Role Pipelines • Talent Bench Strength Analysis • Pool Segmentation by Function/Level • Engagement and Retention Strategies
1330 - 1420	<b>Career Pathing &amp; Talent Mobility</b> Vertical and Lateral Career Paths • Internal Talent Marketplace • Succession-Friendly Culture • Job Rotations and Stretch Assignments
1420 – 1430	<b>Recap</b> 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	<b>Succession Planning Models &amp; Approaches</b> Traditional versus Modern Models • Short-Term versus Long-Term Focus • Emergency versus Planned Succession • Global Best Practices
0830 - 0930	<b>Critical Role Identification</b> Role Criticality Matrix • Business Impact Analysis • Succession Risk Ratings • Talent Dependency Index
0930 – 0945	Break
0945 – 1100	<b>Successor Identification &amp; Evaluation</b> Successor Readiness Levels • Bench Strength Charts • Successor Pool Matching • Addressing Gaps and Delays





1100 – 1230	<b>Governance &amp; Accountability</b> Role of HR, Leadership and Line Managers • Talent Governance Committees • Succession Audits and Controls • Executive Sponsorship
1230 - 1245	Break
1245 – 1330	<b>Integrating with Performance Management</b> Linking Appraisals to Succession Potential • Talent Review Calibration Sessions • Performance versus Potential Dilemmas • Aligning KPIs and Succession Plans
1330 - 1420	<b>Succession Planning Technology Tools</b> Digital Talent Dashboards • HRIS and Succession Modules • Talent Analytics and AI • Data Privacy and Ethics
1420 – 1430	<b>Recap</b> 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	<b>Developing an Implementation Roadmap</b> Step-by-Step Roll-Out Plan • Phased Approach by Business Unit • Pilot Program Design • Scalability Considerations
0830 - 0930	<b>Change Management in Succession Planning</b> Communicating Vision and Value • Overcoming Cultural Resistance • Stakeholder Buy-In Strategies • Success Stories and Testimonials
0930 – 0945	Break
0945 – 1100	<b>Manager Training &amp; Engagement</b> Manager Role in Identifying Successors • Building Development Plans • Coaching for Potential • Handling Difficult Talent Conversations
1100 – 1230	<b>Communication Strategies for Talent Planning</b> Transparency versus Confidentiality • Internal Branding and Messaging • Avoiding Perception of Favoritism • Communicating Readiness
1230 - 1245	Break
1245 – 1330	<b>Metrics &amp; KPIs for Talent and Succession</b> Time-to-Fill Critical Roles • Internal Promotion Rate • Bench Strength Coverage • Talent Retention Metrics
1330 - 1420	<b>Legal &amp; Ethical Considerations</b> Fairness and Non-Discrimination • Data Protection Compliance • Equity in Development Access • Documentation and Audit Trails
1420 – 1430	<b>Recap</b> 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	<b>Evaluating Succession Planning Effectiveness</b> Post-Implementation Reviews • Lessons Learned and Feedback Loops • Business Impact Measurement • Talent ROI Calculation
0930 – 0945	Break



0945 – 1130	<b>Sustaining Talent Management Initiative</b> <i>Institutionalizing Practices • Creating a Talent-First Culture • Linking to Organizational Learning • Leadership Modeling</i>
1130– 1230	<b>Case Studies in Talent &amp; Succession</b> <i>Global Success Stories • Failures and Challenges • Cross-Industry Benchmarks • Lessons from MNCs and SMEs</i>
1230 - 1245	Break
1245 - 1300	<b>Simulation &amp; Group Exercise</b> <i>Talent Review Session Simulation • Identifying Successors for a Sample Org • Building an IDP for HiPo • Facilitated Feedback and Coaching</i>
1300 - 1315	<b>Course Conclusion</b> <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1315 – 1415	<b>COMPETENCY EXAM</b>
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**

Mari Nakintu, Tel: +971 2 30 91 714, Email: [mari1@haward.org](mailto:mari1@haward.org)