

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



HM0860

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Description



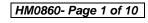




This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

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 succession planning models 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.



























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

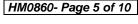
Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.























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 Interviewing & Recruitment, Learning & Development, Effectiveness in HR & Training, Talent Management, Succession Planning, Competency Frameworks, Career Path Planning &

Management, Modern **Leadership &** Management Skills, Performance 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.

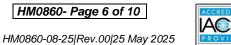
During his career life, Mr. Plessis has worked with several prestigious companies occupying numerous challenging managerial and technical positions such as being the Financial Manager, Operations Manager, Technical & Quality Manager, Human Resource Management, Logistics & Purchasing Manager, Head Metrologist, 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 Presentations30% 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	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 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

Duy 1	
0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
	Introduction to Talent Management
0830 - 0930	Definition and Scope • Strategic Importance in Organizations • Link with
	Business Performance • Trends and Future Directions
0930 - 0945	Break
	Principles of Succession Planning
0945 -1030	Key Definitions and Objectives • Business Continuity and Risk Mitigation •
	Internal versus External Succession • Aligning with Corporate Strategy
	Workforce Planning Fundamentals
1030 - 1130	Demand and Supply Forecasting • Gap Analysis Techniques • Strategic
	Workforce Models • Integrating with HR Systems
	Competency-Based Talent Frameworks
1130 - 1230	Role of Competencies in Talent Decisions • Creating Job and Leadership
1130 - 1230	Competency Models • Mapping Competencies to Performance • Assessment
	Tools for Validation
1230 - 1245	Break
	Talent Lifecycle Management
1245 - 1330	Acquisition, Development and Retention Phases • Career Pathing and Mobility
	• Lifecycle Challenges in Global Contexts • Metrics for Lifecycle Effectiveness















1330 - 1420	Organizational Readiness for Succession Planning
	Leadership Commitment • Talent Review Boards • Creating a Talent Culture •
	Change Management Essentials
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	Identifying High Potentials (HiPos)
	Definition and Criteria • Tools and Methods (9-Box, Performance-Potential
	Grids) • Bias Mitigation in Selection • Differentiating HiPos versus High
	Performers
	Talent Assessment Techniques
0830 - 0930	Psychometric Tools • Behavioral Interviews • Development Centers • 360-
	Degree Feedback
0930 - 0945	Break
	Leadership Development Strategies
0945 – 1100	On-the-Job Development • Formal Education and Training • Mentorship and
	Coaching • Executive Exposure Opportunities
	Individual Development Plans (IDPs)
1100 – 1230	Components of an Effective IDP • Linking Goals to Competencies • Manager
	and Employee Roles • Monitoring and Revising IDPs
1230 - 1245	Break
	Talent Pool Creation & Management
1245 – 1330	Building Critical Role Pipelines • Talent Bench Strength Analysis • Pool
	Segmentation by Function/Level • Engagement and Retention Strategies
	Career Pathing & Talent Mobility
1330 - 1420	Vertical and Lateral Career Paths • Internal Talent Marketplace • Succession-
	Friendly Culture • Job Rotations and Stretch Assignments
	Recap
1420 - 1430	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

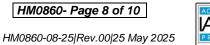
0730 - 0830	Succession Planning Models & Approaches
	Traditional versus Modern Models • Short-Term versus Long-Term Focus •
	Emergency versus Planned Succession • Global Best Practices
0830 - 0930	Critical Role Identification
	Role Criticality Matrix • Business Impact Analysis • Succession Risk Ratings •
	Talent Dependency Index
0930 - 0945	Break
0945 – 1100	Successor Identification & Evaluation
	Successor Readiness Levels • Bench Strength Charts • Successor Pool Matching
	Addressing Gaps and Delays























1100 – 1230	Governance & Accountability
	Role of HR, Leadership and Line Managers • Talent Governance Committees •
	Succession Audits and Controls • Executive Sponsorship
1230 - 1245	Break
	Integrating with Performance Management
1245 1220	Linking Appraisals to Succession Potential • Talent Review Calibration
1245 – 1330	Sessions • Performance versus Potential Dilemmas • Aligning KPIs and
	Succession Plans
	Succession Planning Technology Tools
1330 - 1420	Digital Talent Dashboards • HRIS and Succession Modules • Talent Analytics
	and AI • Data Privacy and Ethics
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

Dav 4

Day 4	
0730 - 0830	Developing an Implementation Roadmap
	Step-by-Step Roll-Out Plan • Phased Approach by Business Unit • Pilot
	Program Design • Scalability Considerations
	Change Management in Succession Planning
0830 - 0930	Communicating Vision and Value • Overcoming Cultural Resistance •
	Stakeholder Buy-In Strategies • Success Stories and Testimonials
0930 - 0945	Break
	Manager Training & Engagement
0945 - 1100	Manager Role in Identifying Successors • Building Development Plans •
	Coaching for Potential • Handling Difficult Talent Conversations
	Communication Strategies for Talent Planning
1100 - 1230	Transparency versus Confidentiality • Internal Branding and Messaging •
	Avoiding Perception of Favoritism • Communicating Readiness
1230 - 1245	Break
	Metrics & KPIs for Talent and Succession
1245 - 1330	Time-to-Fill Critical Roles • Internal Promotion Rate • Bench Strength
	Coverage • Talent Retention Metrics
	Legal & Ethical Considerations
1330 - 1420	Fairness and Non-Discrimination • Data Protection Compliance • Equity in
	Development Access • Documentation and Audit Trails
	Recap
1420 - 1430	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

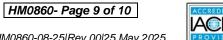
0730 - 0930	Evaluating Succession Planning Effectiveness
	Post-Implementation Reviews • Lessons Learned and Feedback Loops •
	Business Impact Measurement • Talent ROI Calculation
0930 - 0945	Break























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

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