

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



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 detailed and an up-to-date overview 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 highperformance culture, change management and leadership; and the diversity, equity and inclusion in leadership and strategic thinking for leaders.

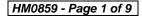






















During this interactive course, participants will learn the succession planning, talent identification and development, workforce planning and forecasting; the succession planning models and frameworks and the role of HR and leadership in succession; structuring and aligning individual development plans (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, Stateof-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 Self-Development & Empowerment, Personal Learning 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.

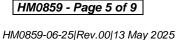
Mr. Topley has a Bachelor's degree of Commerce (BCom) with Honours, a National NVQ Level-6 Diploma in Education & Linguistics, a Master Certificate in Business Administration and currently enrolled in Post-Graduate Diploma (PgDip) in Business Management. Further, he is a Certified Instructor/Trainer, 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

Day I	-
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

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	Team Building & Group Dynamics
0730 – 0830	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

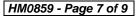
Strategic Thinking for Leaders
Systems Thinking in Leadership • Visionary and Critical Thinking •
Opportunity Identification • Risk Assessment and Mitigation
Basics of Succession Planning
Definition and Significance • Link Between Leadership Pipeline and Strategy •
Types of Succession Planning • Common Succession Pitfalls
Break
Talent Identification & Development
Competency Mapping • Potential versus Performance • Assessment Tools and
Techniques • High-Potential Employee Programs
Workforce Planning & Forecasting
Demographic Analysis • Future Leadership Needs • Talent Gaps and
Implications • Strategic Workforce Planning Tools
Break
Succession Planning Models & Frameworks
9-Box Grid Model • Replacement versus Succession Planning • Leadership
Bench Strength Analysis • Integration with HR Strategy
Role of HR & Leadership in Succession
HR's Strategic Partnership • Executive Sponsorship • Collaborative
Development Plans • Monitoring and Accountability
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
Lunch & End of Day Three

Day 4

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



















	Mentoring & Knowledge Transfer
1100 – 1230	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

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















Practical Sessions

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



<u>Course Coordinator</u>
Reem Dergham, Tel: +974 4423 1327, Email: <u>reem@haward.org</u>











