PROFESSIONAL DEVELOPMENT TRAINING

Business Succession Planning Training

REQUEST QUOTE

1.0 DAY COURSE

This Business Succession Planning training course is designed to provide you with the knowledge and skills to create the appropriate business succession plan that will contribute to the stability and smooth transition of your company's leadership.

Upon completion of this training course, you will have learned: the differences between succession and replacement, how to conduct a SWOT analysis, the succession planning process, how to prepare, execute and gain support for the succession plan, how to manage potential roadblocks to changes, monitoring the progress of the succession and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

What You'll Gain:

Succession planning is one of the most important career development tools used by organizations. It involves identifying high-potential members of staff who can be trained and mentored as replacements for key employees should they retire or leave the company.

Effective, proactive succession planning is a strategic endeavor which provides a sense of direction, stability and expectations for all key stakeholders.

Outcomes

By the end of this training course, participants will:

- Define business succession planning & its role in the organization
- Lay the groundwork for developing a succession plan
- Recognize the importance of mentorships
- Use a SWOT analysis to set goals
- Create a plan, assign roles & execute the plan
- Develop a plan to manage change

Modules

Lesson 1: Succession Planning Vs. Replacement Planning

- What is Business Succession Planning?
- What is Replacement Planning?
- Differences between Succession and Replacement
- Deciding what you need

Lesson 2: Executing the Plan

- Assign responsibility and authority
- Establish a monitoring system
- Identifying paths
- Choosing your final approach

Lesson 3: Preparing for the Planning Process

- Should you establish a committee?
- How to gather operational data

Lesson 4: Gaining Support

- Gathering data
- Addressing concerns and issues
- Evaluating and adapting

Lesson 5: Initiating Process

- Develop a Mission Statement
- Develop a Vision Statement
- Choosing to be a mentor

Lesson 6: Managing the Change

- Developing a change management plan
- Developing a communication plan
- Implementing the plans
- Providing constructive criticism
- Encouraging growth and development

Lesson 7: The SWOT Analysis

- Identifying Strengths
- Identifying Weaknesses
- Identifying Opportunities
- Identifying Threats

Lesson 8: Overcoming Roadblocks

- Common obstacles
- Re-Evaluating goals
- Focusing on progress

Lesson 9: Developing the Succession Plan

- Prioritize what the succession plan will address
- Set goals and objectives
- Develop a strategy for achieving goals
- Draft the plan

Lesson 10: Reaching the End

- How to know when you've achieved success
- Transitioning
- Wrapping it all up

Talk to our expert team

Phone:

Email: