



## Talent Acquisition, Management and Succession Planning Workshop

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# Talent Acquisition, Management and Succession Planning Workshop

## Introduction:

Competition for talented people with the knowledge, skills and behaviors necessary for organizations to succeed has increased. It is critical for the HR function to have a strategy to attract, develop and retain talented individuals who could become the future leaders of the organization. This program will give participants the key knowledge and skills to develop an effective, integrated talent management, leadership development and succession planning strategy for your public sector organization, and come away with practical plans for implementing this in reality. The workshop has a practical rather than theoretical base; making extensive use of research and case studies to illustrate practical examples of the development and implementation of talent management. It will highlight how these best practices can be modified and applied to the specific context of the participants' organizations.

## Target Audience:

All Levels of Management and Executives, who are involved with the acquisition, management and develop of critical talent within an organization and who are required to contribute by participating in setting strategies, planning, implementing and reviewing talent management plans and programs.

## Methodologies:

A practical approach will be taken with 60% of the course on application and practical sessions with 40% on techniques and concepts. Training comprises a combination of:

- Visually stimulating sessions for bite sized learning
- Group activities and break up discussions
- Case scenarios and case studies for application
- Practical worksheets

### Course Objectives:

- Key issues, risks and challenges for talent management, leadership development and succession planning strategies in your organization
- Talent identification activities
- Implement effective attraction and recruitment processes to attract talented individuals
- Performance management processes for developing talent
- Develop career paths for a range of talents
- Develop a range of talent and leadership development interventions for your organization
- Implement a practical talent management and succession planning strategy
- How to obtain buy-in for a talent management strategy in your organization from a range of stakeholders
- Measure the effectiveness of talent management, leadership development and succession planning strategies
- Develop a measurement methodology for your organization

### Program Agenda:

#### **Understanding Talent Management Strategy**

- Align Talent Management Strategies to Organizational Vision and Values
- Align Talent Management Strategies to Organizational Business Strategies

- Review Talent Management Policies and Processes

### **Identifying Talent Requirements**

- The Use and Application of Job Competencies
- Review Job Specifications and Descriptions
- Align Performance Management Process for Talent Identification

### **Identify Current Gaps and Future Talent Requirements**

- Impact of Organization Structure on Talent Management
- Methods and Processes for Identifying Gaps in Talent

### **Evaluating and Selection and Development of Employees to Meet Needs**

- Understand the 'Four Cs' of Talent Development Mindset (Critical Thinking, Creative Problem-Solving, Communication and Collaboration)
- Use of Talent Assessment Tools
- Types of Talent Assessment Tools
- Employee Development Plans and Learning Initiatives

### **Acquiring and Retaining Talent**

- Tools for Selection and Deployment of Talent
- Development of Competencies

### **Succession Planning**

- How to Strategies and Plan for Succession
- Identify Critical Organizational Roles and Feeder Positions
- Develop Career Paths
- Implement, Manage and Monitor Succession Plans, including Risks

### **Reinforcing Talent Management**

- Develop Retention Plans

- Use of Retention and Development Tools
- Review of Internal and External Influences that can impact Talent Management Effort
- Benchmarking against Best Practices
- Case Studies on Best Practices in Talent Management