

SUCCESSION PLANNING & CAREER DEVELOPMENT

“Building Leadership Pipelines and Personalized Growth Pathways for Organizational Continuity”

Schedule

Date	Venue	Fees
27 - 28 Feb 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate
04 - 05 Mar 2026	Doha, Qatar	USD 1995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Organizations cannot afford to leave future leadership and critical roles to chance. Succession planning and career development are essential to ensure long-term business continuity and to retain high-potential talent. When planned strategically, these processes align organizational goals with individual growth, strengthening engagement and resilience.

This practical 2-day course equips HR professionals and line leaders with the tools to identify successors, build talent pipelines, and design structured career development programs. Participants will learn how to integrate workforce planning with performance and potential assessments, while enabling employees to take ownership of their career journeys.

Objectives

- By the end of this course, participants will be able to:
- Understand the strategic role of succession planning in organizational sustainability
 - Identify critical roles and potential successors using structured assessments
 - Build and manage robust talent pipelines
 - Design and implement career development frameworks and tools
 - Align development plans with business and employee aspirations

Why Attend

- Reduce talent gaps and unplanned vacancies in key positions
- Improve retention of high-potential employees through development pathways
- Foster a performance and learning culture across all levels
- Strengthen HR's strategic contribution to organizational continuity
- Gain frameworks to assess readiness, potential, and career progression

Target Audience

This program is designed for:

- HR and talent management professionals
- Learning and development specialists
- Organizational development leaders
- Department heads and line managers
- Anyone responsible for succession or employee growth planning

Individual Benefits

Key competencies that will be developed include:

- Succession planning frameworks and gap analysis
- Competency mapping and talent review processes
- Designing career paths and development plans
- Facilitating coaching, mentoring, and development discussions
- Using data to inform promotion and advancement decisions

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Greater leadership continuity and bench strength
- More engaged and career-motivated workforce
- Clear visibility of internal talent pipelines
- Aligned succession and learning strategies
- Increased agility in responding to business transitions and growth

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Succession and development models, frameworks, and trends
- Case Studies – Talent risk mitigation and internal promotions success stories
- Workshops – Mapping successors, evaluating readiness, and building career ladders
- Peer Exchange – Cross-sector insights and succession challenges
- Tools – Talent matrix templates, IDP frameworks, and competency libraries

Course Outline

DETAILED 2-DAY COURSE OUTLINE

Training Hours: 07:30 AM – 03:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Succession Planning Strategy and Execution

- Module 1: Introduction to Succession Planning (07:30 – 09:30) • Definition, objectives, and key principles • Linking succession to workforce and business planning • Risks of not planning ahead
- Module 2: Identifying Critical Roles and Talent Pools (09:45 – 11:15) • Defining key roles and success profiles • Using 9-box and potential assessments • Building internal talent pipelines
- Module 3: Evaluating Readiness and Development Needs (11:30 – 01:00) • Assessment centers, performance reviews, and behavioral indicators • Readiness vs. potential analysis • Succession gap diagnosis
- Module 4: Workshop – Succession Plan Design (02:00 – 03:30) • Teams build a basic succession plan and identify critical development actions

Day 2: Career Development and Retention Strategies

- Module 1: Career Development Frameworks (07:30 – 09:30) • Defining career paths and employee journeys • Vertical and lateral progression models • Enabling self-directed development
- Module 2: Coaching, Mentoring, and Learning Plans (09:45 – 11:15) • Building development plans (IDPs) • Career conversations and manager support • Structured mentoring and coaching programs
- Module 3: Measurement and Integration with HR Strategy (11:30 – 01:00) • KPIs for succession and career development • Talent dashboards and reporting tools • Integrating with performance, L&D, and engagement
- Module 4: Final Workshop – Talent & Career Strategy Simulation (02:00 – 03:30) • Participants develop a career development initiative linked to succession planning

Certification

Participants will receive a Certificate of Completion in Succession Planning & Career Development, validating their ability to build talent pipelines, retain high-potential employees, and align workforce growth with long-term business strategy.

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