

# PUBLIC PROGRAMME

Certificate of attendance provided  
\* minimum of 75% attendance

HRDF CLAIMABLE  
subject to PSMB approval

# SUCCESSION PLANNING

**Date** : 3-5 April 2018  
**Time** : 9:00 am - 5:00 pm  
**Venue** : Klang Valley  
**Code** : SSE6

Organised by



## OVERVIEW

Succession planning requires more than just an organizational chart showing who holds what job within the enterprise. A well-structured succession-planning program will not only locate talent and prepare the organization for growth; it will also become an integral part of its strategic business plan.

## OBJECTIVE

- To identify its existing competencies, related to both its leadership needs and the industry it competes in.
  - Identifies key (including new) positions and required competencies.
  - Identifies future leadership capabilities and promotion potentials.
- To evaluate and assess current employees to determine how they match up to organizational needs.
- To introduce training and development methods and programs that match personnel requirements- and future needs.

## COURSE CONTENT

- Introduction To Succession Requirement Planning
- Candidate Assessment
- Develop Competencies for Critical Position
- Identify Potential Leaders
- Replacement Planning
- Guidelines for Conflict Resolution
- Individual Development Plans
- Success Measures

## LEARNING OUTCOME

- At the end of training, participant will be able to:
  - Develop the actual succession plan in the organisation.
  - Assess the current manpower situation and recommend best solution in doing the manpower planning.

## METHODOLOGY

- Training Material : English Language
- Lecture : Malay or English Language
- Tutorial
- Project
- Q&A

## TARGET

- Human Resource Officer
- Manager



**Office Address** : C-16-01, Level 16, iTech Tower,  
Jalan Impact, Cyber 6, 63000,  
Cyberjaya, Selangor

**Phone Number** : +603 8320 3800 Ext : 116

**Email Address** : training@dreamedge.jp

**Website** : www.dreamedge.jp

**REGISTER NOW!**

**3 DAYS TRAINING**

**- Limited Seats Available-**

**NORMAL PRICE**  
**RM1,950 Per Pax**  
\*closing date : 27 March 2018

**EARLY BIRD PRICE**  
**RM1,800 Per Pax**  
\*before 27 February 2018

**GROUP PRICE**  
**RM1,590 Per Pax**  
\*min three (3) pax

(ALL PRICE INCLUSIVE GST)