

CERTIFICATE IN CAREER DEVELOPMENT AND SUCCESSION PLANNING



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TRAINING CENTER



Introduction

Organizations that invest in career development and succession planning build stronger, more resilient talent pipelines. This Certificate in Career Development and Succession Planning Training Course from Gentex Training Center equips HR professionals and managers with practical tools to design career pathways and prepare future leaders. Furthermore, the course explores proven frameworks for identifying high-potential employees, mapping competencies, and reducing leadership gaps. Participants examine real succession planning models and career development methods used by leading organizations. As a result, they leave equipped to build structured career frameworks that retain talent, strengthen leadership pipelines, and support long-term organizational stability.

Certificate in Career Development and Succession Planning Course Objectives

- Explain the principles of career development and succession planning
- Apply the 9-box grid to assess employee performance and potential
- Design individual development plans (IDPs) for high-potential employees
- Build competency frameworks aligned with organizational needs
- Use talent review processes to identify succession candidates
- Develop mentoring and coaching programs to support career growth
- Create succession pipelines for critical leadership roles
- Apply skills-gap analysis to guide development priorities
- Address risks of talent loss through retention strategies
- Design a succession planning roadmap aligned with business strategy



Course Methodology

This course combines interactive lectures, case studies, and group workshops based on real organizational scenarios. Furthermore, participants practice building competency frameworks and individual development plans through guided exercises. Peer discussions encourage shared learning, while structured activities let attendees create sample succession pipelines. As a result, learners gain both conceptual understanding and practical tools ready for workplace application.

Who Should Take This Course

- HR managers and talent development specialists
- Learning and development professionals
- Succession planning and workforce planning coordinators
- Line managers responsible for employee growth
- Organizational development practitioners
- Senior leaders overseeing leadership pipelines

Certificate in Career Development and Succession Planning Course Outlines

Day 1: Foundations of Career Development and Succession Planning

- Overview of career development principles and models
- Introduction to succession planning frameworks
- Aligning career paths with organizational strategy

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- Identifying critical roles requiring succession coverage
- Key differences between replacement planning and succession planning
- Risks of poor succession management
- Case study: successful succession planning program

Day 2: Talent Assessment and the 9-Box Grid

- Applying the 9-box grid for performance and potential mapping
- Conducting structured talent review meetings
- Identifying high-potential employees objectively
- Reducing bias in talent assessment processes
- Using assessment centers to evaluate readiness
- Calibrating ratings across departments
- Workshop: building a 9-box talent map

Day 3: Building Individual Development Plans

- Structuring individual development plans (IDPs)
- Setting measurable development goals
- Selecting development methods: coaching, mentoring, and stretch assignments
- Aligning IDPs with career pathways
- Tracking development progress over time
- Supporting self-directed learning initiatives
- Practical exercise: drafting a sample IDP





Day 4: Competency Frameworks and Skills-Gap Analysis

- Building organization-wide competency frameworks
- Mapping skills gaps against future business needs
- Prioritizing development investments strategically
- Linking competencies to career progression criteria
- Using skills matrices for workforce planning
- Integrating competency data into succession decisions
- Case study: competency-based succession model

Day 5: Designing a Sustainable Succession Strategy

- Building succession pipelines for critical roles
- Creating a succession planning roadmap and timeline
- Communicating succession plans transparently
- Measuring succession readiness with key indicators
- Retention strategies to protect the leadership pipeline
- Governance structures for ongoing succession review
- Final workshop: presenting a succession planning strategy



Conclusion

By successfully completing the Certificate in Career Development and Succession Planning Training Course, participants will have acquired practical knowledge of the 9-box grid, individual development planning, and competency-based succession models. Furthermore, they will understand how to identify high-potential talent, close skills gaps, and build sustainable leadership pipelines. As a result, participants leave prepared to lead structured career and succession initiatives. Gentex Training Center remains committed to helping organizations build resilient, future-ready leadership capacity.

FAQs

Q1 What is the "Certificate in Career Development and Succession Planning" course about?

This course explains how to design career pathways and succession plans that prepare organizations for future leadership needs. Participants learn to apply talent assessment tools, competency frameworks, and development planning methods to build strong leadership pipelines.

Q2 What are the key benefits of the "Certificate in Career Development and Succession Planning" course?

Participants gain the ability to identify high-potential employees earlier, reduce leadership gaps, and improve employee retention through structured career paths. Furthermore, they learn to align succession strategies with long-term business goals, strengthening organizational stability.



Q3 What skills will I gain from the "Certificate in Career Development and Succession Planning" course?

Participants develop skills in talent assessment using the 9-box grid, individual development planning, competency framework design, and succession pipeline management. These four core competencies prepare professionals to lead career development initiatives confidently.

Q4 What tools, methods, or standards are covered in the "Certificate in Career Development and Succession Planning" course?

The course covers the 9-box grid, individual development plans (IDPs), competency frameworks, and skills-gap analysis methods. Additionally, participants explore talent review processes and succession pipeline mapping techniques.

Q5 How is the "Certificate in Career Development and Succession Planning" course applied in real-world practice?

Graduates apply the 9-box grid to assess talent, build individual development plans for high-potential employees, and design succession pipelines for critical roles. Furthermore, they use competency frameworks to guide development investments and strengthen long-term leadership readiness.