

SUCCESSION PLANNING AND MANAGEMENT



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TRAINING CENTER



Introduction

Succession Planning and Management Training Course gives organizations a proven roadmap for building leadership pipelines that last. Furthermore, it walks participants through practical methods for spotting future leaders early, closing skill gaps, and preparing successors well before a transition happens. Attendees learn how to design career pathing frameworks, run talent pool reviews, and use readiness assessments to match the right people with the right roles. As a result, participants gain a repeatable process rather than a one-time exercise. This Training Course also covers how to embed succession thinking into daily management practice, so leadership continuity becomes a habit, not a crisis response.

Succession Planning and Management Course Objectives

- Explain the strategic role of succession planning in business continuity
- Map critical positions using a criticality assessment matrix
- Build career pathing frameworks linked to development plans
- Use talent pool reviews to shortlist future successors
- Apply readiness levels (ready now, ready soon, ready future)
- Design job rotation and cross-training programs
- Create knowledge transfer plans for retiring or departing leaders
- Establish clear criteria for successor selection
- Integrate succession data into workforce planning systems
- Monitor succession pipeline health using dashboard metrics

Course Methodology

- Interactive sessions blended with practical exercises

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- Hands-on work with career pathing and readiness tools
- Small-group workshops on criticality assessment mapping
- Case study analysis of real succession transitions
- Peer discussions on common pipeline gaps
- Guided practice building a sample succession pipeline

Who Should Take This Course

- HR business partners and workforce planners
- Line managers preparing future team leaders
- Senior executives overseeing organizational continuity
- Learning and development professionals
- Anyone responsible for identifying future leadership talent

Succession Planning and Management Course Outlines

Day 1: The Case for Succession Planning

- Understanding succession planning versus succession management
- Linking succession efforts to business strategy
- Identifying critical positions with a criticality matrix
- Recognizing risks of poor succession practices
- Reviewing common succession planning models
- Setting scope and objectives for the pipeline
- Gaining leadership buy-in for the process

Day 2: Mapping Talent and Roles



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- Conducting talent pool reviews across departments
- Building career pathing frameworks for key roles
- Assessing readiness levels for potential successors
- Matching employee capabilities with role requirements
- Using skills inventories to spot gaps
- Avoiding common bias traps in talent mapping
- Documenting talent maps for future reference

Day 3: Developing Future Leaders

- Designing job rotation and cross-training programs
- Structuring stretch assignments for accelerated growth
- Building individual development plans for successors
- Planning knowledge transfer from outgoing leaders
- Supporting successors through coaching relationships
- Setting development milestones and checkpoints
- Linking development plans to career pathing

Day 4: Managing the Succession Process

- Setting clear criteria for successor selection
- Running structured succession review meetings
- Integrating succession data into HR systems
- Handling multiple candidates for the same role
- Managing confidentiality throughout the process
- Communicating decisions to candidates fairly
- Updating plans as roles and people change





Day 5: Sustaining a Strong Pipeline

- Tracking pipeline health using dashboard metrics
- Reviewing succession plans on a regular cycle
- Addressing pipeline gaps before they become urgent
- Building a culture that supports internal mobility
- Aligning succession planning with retention strategy
- Preparing for unplanned leadership departures
- Embedding succession planning into everyday management

Conclusion

By successfully completing Succession Planning and Management, participants will gain a practical framework for mapping talent, assessing readiness, and preparing successors for critical roles. In addition, they will have acquired the skills to build career pathing structures, run talent pool reviews, and track pipeline health over time. This Training Course, delivered by Gentex Training Center, equips professionals to turn succession planning into an ongoing management practice rather than a reactive scramble.

FAQs

Q1 What is the "Succession Planning and Management" course about?

This course teaches a step-by-step process for identifying critical roles, mapping talent, and preparing successors before a transition occurs. It focuses on building a sustainable pipeline rather than reacting to sudden departures.



Q2 What are the key benefits of the "Succession Planning and Management" course?

Participants learn to reduce leadership vacancies, retain high-potential employees, and strengthen internal mobility. Furthermore, they gain a repeatable process that keeps the succession pipeline healthy year after year.

Q3 What skills will I gain from the "Succession Planning and Management" course?

You will build skills in criticality assessment, career pathing, readiness evaluation, and pipeline tracking. These skills help you manage successor development from identification through to placement.

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

The course covers criticality assessment matrices, career pathing frameworks, readiness level scales, job rotation programs, and pipeline dashboards. These tools support a structured, data-informed succession process.

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

Graduates apply these methods by running talent pool reviews, tracking readiness levels, and updating succession plans on a regular cycle. As a result, organizations fill critical roles smoothly with well-prepared internal candidates.