

SUCCESSION PLANNING AND TALENT / PERFORMANCE MANAGEMENT



GENTEX[®]
TRAINING CENTER



Introduction

Succession Planning and Talent / Performance Management Training Course brings together two connected disciplines that organizations often treat separately, to their disadvantage. Furthermore, it shows participants how strong performance management data feeds directly into smarter succession decisions, creating a single, unified talent strategy. Attendees learn to set performance standards, run calibration sessions, and translate performance results into succession readiness scores. As a result, organizations stop guessing about who is ready for advancement and start relying on evidence. This Training Course also covers how to link individual performance goals with long-term career development, so talent management becomes one continuous process rather than two disconnected systems.

Succession Planning and Talent / Performance Management Course Objectives

- Connect performance management outcomes to succession decisions
- Set SMART performance goals aligned with role requirements
- Use performance calibration sessions to ensure rating fairness
- Build a talent scorecard combining performance and potential
- Apply 360-degree feedback to strengthen development planning
- Design succession readiness scores from performance history
- Create performance improvement plans (PIPs) for underperformers
- Link performance reviews to individual development plans
- Establish KPIs to track talent and succession program success
- Integrate performance data into talent management software

Course Methodology



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- Interactive lectures paired with practical exercises
- Hands-on practice building scorecards and readiness scores
- Workshops on calibration sessions and rating consistency
- Case studies from real performance and succession decisions
- Role-play exercises for feedback and review conversations
- Group discussions on integrating both disciplines effectively

Who Should Take This Course

- HR and talent management professionals
- Performance management specialists
- Line managers conducting performance reviews
- Organizational development practitioners
- Executives overseeing talent strategy and continuity

Succession Planning and Talent / Performance Management Course Outlines

Day 1: Connecting Two Disciplines

- Understanding the link between performance and succession
- Reviewing common talent management frameworks
- Identifying gaps between separate HR systems
- Setting objectives for an integrated talent strategy
- Mapping critical roles requiring succession focus
- Reviewing performance management cycle basics
- Aligning stakeholders around a unified approach





Day 2: Strengthening Performance Management

- Setting SMART performance goals for each role
- Running effective calibration sessions
- Applying 360-degree feedback methods
- Reducing rating bias in performance reviews
- Documenting performance outcomes consistently
- Handling difficult performance conversations
- Creating performance improvement plans (PIPs)

Day 3: Building the Talent Scorecard

- Designing a talent scorecard combining performance and potential
- Weighting performance data within succession scoring
- Applying the 9-box grid alongside performance results
- Translating performance history into readiness levels
- Avoiding recency bias in scorecard development
- Validating scorecards through manager review
- Updating scorecards on a regular cycle

Day 4: Linking Development to Succession

- Connecting performance reviews to individual development plans
- Designing targeted development actions from performance gaps
- Building coaching plans for high-potential performers
- Setting milestones to track development progress
- Supporting career pathing through performance insight

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- Preparing successors using performance-based evidence
- Reviewing development plan effectiveness

Day 5: Sustaining an Integrated System

- Establishing KPIs for talent and succession success
- Integrating performance data into talent management software
- Reporting on talent and succession metrics to leadership
- Reviewing the integrated system on a regular basis
- Addressing resistance to combined performance-succession processes
- Building manager capability to sustain the system
- Embedding the approach into organizational culture

Conclusion

By successfully completing Succession Planning and Talent / Performance Management, participants will gain a clear understanding of how performance data strengthens succession decisions across an organization. In addition, they will have acquired practical skills in building talent scorecards, running calibration sessions, and linking development plans to long-term career pathing. This Training Course, delivered by Gentex Training Center, prepares professionals to manage talent and succession as one connected, evidence-based system.

FAQs





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

This course teaches how to connect performance management data with succession planning to build a unified talent strategy. It focuses on using performance evidence to make succession decisions more accurate and objective.

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

Participants learn to reduce guesswork in succession decisions, improve rating fairness, and strengthen development planning. Furthermore, they gain a single system that connects performance results directly to career progression.

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

You will develop skills in performance calibration, talent scorecard design, readiness scoring, and development planning. These skills allow you to manage performance and succession together rather than as separate processes.



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

The course covers SMART goals, 360-degree feedback, performance improvement plans, talent scorecards, and the 9-box grid. These tools support consistent, data-driven talent decisions.

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

Graduates apply these methods by running calibration sessions, updating talent scorecards, and linking performance results to development plans. As a result, organizations base succession decisions on solid performance evidence rather than assumptions.