informatech




HUMAN RESOURCES AND TRAINING | HRT-047

# Certificate in Career Development and Succession Planning

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# Course content

## Why Attend

Why Attend Career development and succession planning are essential for building future leaders, retaining top talent, and ensuring business continuity. Organizations that invest in employee growth create stronger engagement, higher performance, and readiness for key roles. This course provides participants with practical tools to design career pathways, identify high-potential employees, and develop effective succession plans.

Course Methodology This course uses an interactive and practical approach through presentations, case studies, group discussions, talent assessment exercises, planning workshops, and real workplace examples.

## Course Objectives

- Understand career development principles
- Design structured career pathways
- Identify high-potential employees
- Build effective succession planning systems
- Align talent development with business needs
- Improve employee retention through growth opportunities
- Assess readiness for critical positions
- Create practical development and succession plans

## Target Audience

- HR Professionals
- Talent Management Specialists
- HR Managers
- Organizational Development Staff



# Course content

## Target Audience

- Learning and Development Professionals
- Department Managers
- Anyone involved in talent growth and succession decisions

## Target Competencies

- Career Planning
- Succession Planning
- Talent Assessment
- Leadership Development
- Strategic Thinking
- Employee Engagement
- Workforce Planning
- Decision-Making

## Course outline

### Day 1: Putting People First in Talent Strategy

- Putting people before numbers
- People's wants from their organizations
- Organizations' wants from their people
- The war for talent
- Today's top priorities in HR
- Disengagement and the downward performance spiral
- Building a people-based strategy



# Course content

## Course outline

### Day 2: Foundations of Career Management and Succession Planning

- Careers today: the importance of development
- Definition of career development
- The career development process and links to HR
- Essential elements in an integrated career development system
- Definition of succession planning
- Main aims of succession planning and management
- Distinguishing succession planning from replacement planning

### Day 3: Building Organizational Readiness for Development

- Promoting a development culture
- Career development as a change agent
- Roles and responsibilities in a development culture
- Role of human resources
- Role of line managers
- Role of top management
- Role of employees in development success

### Day 4: Identifying High Potentials and Career Tools

- Identifying key positions
- High potentials and high professionals
- Assessing individual potential
- Best practices to improve management of high potentials
- Spotting, developing, and retaining high potentials



# Course content

## Course outline

• Competencies as the foundation for career development

• Building competency frameworks

• Coaching, mentoring, and career counseling services

**Day 5: Developing Internal Successors**

• Making the business case for succession planning

• Starting a systematic succession planning program

• Refining the succession planning process

• Assessing present work requirements and job performance

• Assessing future work requirements and individual potential

• Closing development gaps through IDPs

• Designing the Individual Development Plan (IDP)



# Seminar dates

## Available seminar dates

Live dates and pricing for Certificate in Career Development and Succession Planning generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 14 - 18 December 2026 | Munich - Germany | Classroom | **€3,400.-** |
| 18 - 22 January 2027 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 15 - 19 February 2027 | London - U.K | Classroom | **€3,360.-** |
| 15 - 19 March 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 19 - 23 April 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 17 - 21 May 2027 | Paris - France | Classroom | **€3,600.-** |
| 21 - 25 June 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 19 - 23 July 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 16 - 20 August 2027 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 20 - 24 September 2027 | London - U.K | Classroom | **€3,360.-** |
| 18 - 22 October 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 15 - 19 November 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 20 - 24 December 2027 | Paris - France | Classroom | **€3,600.-** |

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|---|---|
| **Live online option** | Online delivery is available at €1,850.-. |