

Talent Management and Succession Planning: Retaining Talents

- Is your organisation managing talent effectively to stay competitive?
- Do you have a strong succession plan in place to retain and develop your best people?
- Are you ready to adapt your talent management and succession strategies to meet the demands of the future workplace?

Introduction

The modern labour market is defined by one key challenge: the scarcity of highly skilled and motivated employees. Organisations that want to stay ahead must not only attract talent but also manage and retain it effectively. Talent management today goes beyond recruitment—it is about nurturing high-potential employees, aligning development with business strategy, and ensuring that the right people are prepared to take on critical roles at the right time. This program equips participants with practical frameworks to design robust succession plans and build a strong pipeline of future leaders. Participants will also learn how to integrate motivation, engagement, and development strategies that help retain top talent while preparing the organisation for long-term sustainability. By mastering these approaches, organisations can reduce turnover, safeguard leadership continuity, and create a competitive advantage built on people.

Program Objectives

This program aims to:

- Nurture participants with skills and knowledge in talent management and succession planning
- Enable participants to apply the right tools during in talent management and succession planning

Learning Outcomes

After completing this training, participants should be able to:

- Create a strategic plan in talent management and succession planning
- Apply behavioural strategies in talent management and succession planning

Who should attend?

Human Resources Personnel who involves directly and indirectly with talent management and succession planning

Methodology

Case studies, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am– 10.30am	<p>Succession Planning and Talent Management: Introduction</p> <p>Companies need a bench with the right future leaders who can drive their business plans forward. Our approach to talent management begins with your strategy and ends with a refined people and leadership plan. We help your leaders uncover organisational competencies and make sure you have the right people for those pivotal and critical roles that play such a significant role in driving success. In this session, the participant would learn the concept in both succession and talent management.</p>
10.30am-11.00am	<p>Break and Networking</p>
11.00am-1.00pm	<p>Be Courageous</p> <p>The participants would learn that they are the individual who is responsible for ensuring your people strategy is aligned with the business’ strategy and future needs. When it comes to succession and talent management “you need to be courageous”. “You’ve got to believe in it, and you’ve got to sell it. If you let anyone tell you it’s not for us, not right now, or put it on a back burner, it’s never going to work.” Without courageous conversations at the most senior levels, your organisation will be left with a significant business continuity risk. So, you need to make it clear that “the organisation’s talent strategy needs to be just as important as the organisation’s business strategy”.</p>
1.00pm-2.00pm	<p>Lunch Break and Networking</p>
2.00pm-3.30pm	<p>Have Buy-In at the Top</p> <p>To ensure success, ownership needs to start at the Executive level. Joanne Brown recommends you “have your CEO and leadership at your side”. Without buy-in from the top tiers of the organisation, the initiative is often doomed for failure. Senior leaders must assume visible, supportive roles in the succession and talent management process and integrate leadership development into risk management discussions.</p>

3.30pm-4.00pm	Break and Networking
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<p>4.00pm-5.00pm</p>	<p>Competency Development</p> <p>A thoughtfully developed competency model is one of the best ways to make sure all parts of your people management process are aligned and pulling in the same direction. This module helps you to involve your senior business executives in the process, taking them through a clearly defined set of steps to create a description of the assets and skills that will drive success in your company. A model that is built by those who lead the business creates a practical tool that is useful to all, rather than an isolated initiative dismissed as not essential to company success.</p>
<p>Time</p>	<p>Day Two</p>
<p>9.00am– 10.30am</p>	<p>Organisational Succession Planning and Talent Management A Step by Step Approach</p> <p>The process of talent management should be formalised and broadly communicated and rely on talent management and the competencies to help identify and develop employees for management and senior management positions. Succession planning is most effective when it is integrated with the agency’s performance management system. In this module, the participant would learn the step-by-step to handle succession planning and talent management</p>
<p>10.30am-11.00am</p>	<p>Break and Networking</p>
<p>11.00am-1.00pm</p>	<p>Talent Pipeline Assessment</p> <p>As businesses change and grow, it can be difficult to determine how many future leaders will be needed and what new skills will be required to direct your business effectively. In this session, the participants would also learn how to process the data and guidance needed to bring a disciplined approach to these complicated challenges so that your business has quality people and key talent in the right roles right now, and creates a People Plan for a successful future.</p>
<p>1.00pm-2.00pm</p>	<p>Lunch Break and Networking</p>
<p>2.00pm-3.30pm</p>	<p>Action Learning</p> <p>Since most development happens on the job, in this training, the participant would learn the approach supports growth that happens at work. Action Learning (or Project-Based Development) provides the opportunity for your best and brightest to develop new skills and knowledge with other high-potential employees, all while working on mission-critical projects. Action Learning is a highly effective way for</p>

	senior management to provide mentoring and visibility as part of a structured development program that drives your company's goals forward.
3.30pm-4.00pm	Break and Networking
4.00pm-5.00pm	<p>Strategic Talent Review</p> <p>A Strategic Talent Review is an efficient and systematic way to check the quality and alignment of talent to determine whether a company has the right people in the right roles. The participants would learn the Talent Review process builds a direct link between business strategy and goals, and the company's talent needs.</p>