

## Systematic Succession Planning: Building Leadership from Within (1st Edition)

### Course Specifications

**Course Number:** CCT-037\_rev4.0

**Course Length:** Self-study or classroom training

### Course Description

The 50-Minute Manager Series was designed to cover critical business and professional development topics in the shortest time possible. Our easy-to-read, easy-to-understand format can be used for self-study or classroom training, or even office training. With a wealth of hands-on exercises, the 50-Minute books keep you engaged and help you retain critical skills.

Succession planning saves the cost and time of external personnel searches. It improves employee morale, lessens the effects of reengineering and downsizing, but most important, it creates a diverse talent pool within your organization. This book was written to guide you through the evaluation process of succession planning. It describes the guidelines for setting up a program, along with benchmarking procedures for ensuring the ongoing success of your plan.

**Course Objective:** The objectives for Systematic Succession Planning are listed below. They have been developed to guide the user to the core issues covered in this book.

The objectives of this book are to help the user:

- Understand the importance of a systematic succession plan
- Develop a succession program to meet the organization's needs
- Identify leaders and leadership positions
- Become familiar with the operation and evaluation of a systematic succession plan

## **Course Content**

### **Section 1: Succession Planning: An Overview**

- The True Meaning of Succession Planning
- The Importance of a Solid Plan
- How Restructuring Affects Succession Planning
- Setting the Stage
- Succession Planning Versus Replacement Planning

### **Section 2: Establishing a Need for Succession Planning**

- Presenting a Case for Change
- Uncovering Problems
- Defining Your Needs
- Finding Out Where You Stand: Benchmarking
- Proposing a Vision for Change
- Getting Commitment

### **Section 3: Defining Responsibilities to the Program**

- Defining Responsibilities and Functions
- Develop a Strategic Action Plan
- Communicating the Process

### **Section 4: Identifying Key Positions**

- Identifying Key Leadership Positions
- Determining Essential Character Qualities
- Evaluating Individual Performance
- Evaluating Team Performance

### **Section 5: Forecasting Future Needs**

- Predicting Future Needs
- Selecting Your Dream Team
- Evaluating Individuals for Future Opportunities

### **Section 6: Assessing Your Organization's Climate**

- Creating a Climate for Leaders
- Presenting a Vision of Leadership
- Nurturing Talent
- Providing the Right Tools
- Supporting Long-Term Coaching
- Learning to Fly
- Improving the Teams

### **Section 7: Promoting Employees: The Search from Within**

- Finding the Strength from Within
- Refining Your Internal Promotion Policy
- Preparing Professional Development Plans

**Section 8: Choosing a Succession Planning Design**

Selecting Succession Planning Designs  
Exercising Freedom to Choose Successors

**Section 9: Analyzing Your Result**

Providing Proof Positive  
Discovering Cause and Effect  
Using the Right Instrument  
Staying Focused