

Succession Planning Training

Succession planning is among the most important strategic processes your organization will undertake. To help you get started, SIGMA has developed an engaging Succession Planning Training. The training is delivered in two half-day virtual sessions. These interactive sessions are designed to help you understand and implement succession planning in your organization. By the end of the workshop, you will understand Succession Planning, hold the framework for a working Succession Plan, and have the knowledge and tools to replicate this process across all levels of your organization.

Who Should Attend?

This succession planning training is suitable for Leadership Development Professionals, Training Professionals, Human Resources Professionals, Board members, Executives, Team Leaders, Project Managers, Middle Managers, Supervisors, and anyone else who is or will be responsible for designing and implementing a Succession Plan in their organization.

Workshop Objectives

In this Succession Planning Training, you will learn to:

- Generate momentum and gain executive support for succession planning
- Systemically identify the critical roles in your organization
- Build success profiles that consider both current positional requirements and future organizational needs
- Learn how to build inclusivity into the process of nominating successors
- Focus your organization's talent development initiatives with validated assessments
- Build and develop the breadth and depth of your talent pool
- Communicate your Succession Planning Process to all levels of the organization
- Measure, monitor, and communicate your progress and success

Agenda

Session 1

In the first half-day session, we will document specific organizational needs and gather information to help you build a detailed Succession Plan. This includes:

- Nominating your Succession Advisory Team
- Identifying critical roles to help determine focus moving forward
- Developing a Success Profile for your role
- Using scientifically validated assessments to finalize Success Profiles

Session 2

In the second half-day session, we will show you how to:

- Document a Succession Bench for your position
- Identify and generate motivating development opportunities
- Deliver a structured coaching process to engage leadership, drive development, and maintain accountability
- Determine which objective metrics you will measure to track success and maintain accountability
- Communicate your Succession Process across the entire organization

The purpose of this training is to deliver the knowledge, structure, and resources you need to successfully implement and manage a robust succession planning process in-house. To this end, we will discuss not only how to build a succession plan, but how to scale this process out to the entire organization.

Cost: \$1,995