

Identifying High-Potential Employees and Creating a Succession Plan

Course Duration: 2-day; Instructor-led

Time Schedule: 9am-5pm

Lunch: 1:00pm- 2:00pm

Morning Tea-break: 10:30am-10:45am

Afternoon Tea-break: 3:30pm -3:45pm

OVERVIEW

This 2-day training equips organisations with the tools and strategies to identify high-potential employees (HiPos) and create succession plans. By investing in HiPos and preparing for future leadership needs, organisations can ensure long-term sustainability, mitigate risks and drive growth. Participants will gain actionable insights into building a talent pipeline that aligns with organisational goals and culture. Through hands-on sessions and case studies, participants will learn to build a resilient workforce for the future.

TARGET PARTICIPANTS

This training is ideal for:

- HR professionals involved in talent management, learning and development and succession planning.
- Department heads and managers responsible for team performance and development.
- Organisational leaders looking to create sustainable leadership pipelines.
- C-Suite Executives aiming to ensure long-term organisational success.

LEARNING OUTCOMES

By the end of this training, participants will be able to:

- **Identify High-Potential Employees:** Use proven tools and frameworks to recognise employees with leadership potential, learning agility and emotional intelligence, while minimising bias in the selection process.
- **Develop Strategies for HiPo Engagement:** Create tailored identification and development strategies that align with organisational goals and culture, involving key stakeholders for a collaborative approach.
- **Design and Implement Succession Plans:** Develop comprehensive succession plans that identify critical roles, build talent pipelines and assess readiness for leadership transitions.
- **Monitor and Sustain Succession Efforts:** Establish metrics, dashboards and review processes to track progress and ensure the continuous success and relevance of succession planning initiatives.

PROGRAM OUTLINE

Day 1: Identifying High-Potential Employees

Session 1: Understanding High Potential

- Overview of High-Potential Employees (HiPos)
 - Definition and characteristics of HiPos
 - Difference between performance and potential
- Importance of identifying HiPos in succession planning
- Organisational benefits of investing in HiPos

Session 2: Tools and Frameworks for Identifying HiPos

- Key attributes: Leadership potential, learning agility and emotional intelligence
- Methods to identify HiPos:
 - 9-Box Grid analysis
 - Competency assessments
 - Psychometric tools
- Role of KPIs and performance reviews in identifying HiPos

Session 3: Developing a HiPo Identification Strategy

- Establishing criteria tailored to organisational goals
- Aligning with organisational values and culture
- Addressing biases in HiPo identification

Session 4: Engaging Stakeholders in the Identification Process

- Role of leadership and managers
- Engaging HR and department heads
- Communicating the purpose and benefits of HiPo programs

Day 2: Creating a Succession Plan

Session 1: Introduction to Succession Planning

- What is succession planning?
- Succession planning vs. replacement planning
- The strategic importance of succession planning

Session 2: Designing an Effective Succession Plan

- Steps to create a succession plan:
 - Identifying key roles and future needs
 - Developing leadership pipelines
 - Assessing readiness of potential successors
- Building talent pools and cross-functional exposure

Session 3: Implementation and Monitoring

- Creating development plans for HiPos

- Linking succession plans to learning and development
- Monitoring progress and performance through dashboards and metrics

Session 4: Ensuring Long-Term Success

- Continuous review and update of succession plans
- Managing risks in succession planning
- Case studies and best practices