Career Development and Succession Planning

Course Venue: Switzerland - Zurich

Course Date: From 16/11/2026 To 20/11/2026

Course Fees: 4950 GBP

Introduction

Those involved in designing, setting up or controlling career development systems; also, line managers who are involved in, or accountable for, the career development of their staff.

Objectives

- Demonstrate understanding of the basics of career development and succession planning.
- Distinguish succession planning and management from replacement planning, talent management, and human capital management.
- Compare traditional and career-planning-oriented HR focus.

- Explain employee and employer career development roles.
- Examine innovative corporate career development initiatives.
- Close the developmental gap by operating and evaluating a succession planning and management program.
- Prepare individual development plans and manage career choices.

Day One

Putting People First

- Putting People Before the Numbers
- Peopleâ€™s Wants from Their Organizations
- Organizationsâ€™Wants
- Present Top HR Priorities
- HR Activities: Traditional Focus versus Career Development Focus

Day Two

The Basics of Career Management and Succession Planning and Managemen

- Careers Today: The Importance of Development
- Definition of Career Development
- Essential Elements in an Integrated Career Development System
- Definition of Succession Planning
- Main Aims and Reasons for Establishing a Succession Planning and Management System
- Organizational Readiness for Change

Day Three

Promoting a Development Culture

- Characteristics of a Development Culture
- Career Development as a Change Agent
- Roles and Responsibilities in a Development Culture
    - Roleof Human Resources
    - Role of Line Managers
    - Role of Top Management
    - Role of Developees

Day Four

Identifying High Potentials

- High Potentials and High Professionals
- Assessing Individual Potential
- Best Practices to Improve the Management of High Potentials
- Qualities of Processes to Spot, Develop, and Retain High Potentials

Day Five

Career Development: Tools and Methodologies

- Competencies: The Foundation for Career Development
- Coaching: An Essential Managerial Function
- Mentoring: A Must Have System for Career Development
- Career Counseling Services

Developing Internal Successors

- Making the Business Case for Succession Planning and Management
- Starting the Systematic Succession Planning and Management Program
- Refining the Program
- Assessing Present Work Requirements and Individual Job Performance
- Assessing Future Work Requirements and Individual Potential
- Closing the Development Gap