

Training Course on Succession Planning for the CEO and Senior Leadership Team

Professional Development Training Course Outline

Category	CEOs and Directors	Duration	10 Days
Base Fee	\$3,000 USD	Delivery Mode	Online / On-site Hybrid

Course Introduction

In today's dynamic global landscape, **leadership continuity** and **organizational resilience** are paramount for sustained success. Training Course on Succession Planning for the CEO and Senior Leadership Team is meticulously designed to equip CEOs and Senior Leadership Teams with the **strategic frameworks**, **best practices**, and **actionable insights** required to implement robust **succession planning** initiatives. We delve into identifying **high-potential talent**, fostering **leadership development**, and ensuring a seamless **transition of critical roles**, thereby safeguarding the organization's future in an era of rapid change and unprecedented talent mobility.

Effective succession planning extends beyond mere replacement; it is a **proactive talent strategy** that integrates deeply with overall **organizational strategy** and **human capital management**. By focusing on cultivating a diverse and ready pipeline of future leaders, this course empowers executive teams to mitigate **leadership risk**, enhance **employee engagement**, and maintain a **competitive advantage**. Participants will gain the expertise to build a culture of continuous learning and growth, ensuring the longevity and adaptability of their enterprise.

Programme Curriculum

Training Course on Succession Planning for the CEO and Senior Leadership Team

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Course Objectives

1. **Strategize and Implement** a holistic, *AI-driven* succession planning framework.
2. Identify **critical leadership roles** and **future skill requirements** aligned with *digital transformation*.
3. Develop robust **talent identification** and **assessment methodologies**, leveraging *predictive analytics*.
4. Design and execute impactful **leadership development programs** for *high-potential individuals*.
5. Foster a culture of **mentorship** and **executive coaching** for *next-generation leaders*.
6. Master **succession risk mitigation** strategies to ensure **business continuity** and **organizational agility**.
7. Integrate **Diversity, Equity, and Inclusion (DEI)** principles into the entire succession planning process.
8. Implement **internal mobility programs** and **skills-based career development** pathways.
9. Optimize **knowledge transfer** and **institutional memory preservation** during leadership transitions.
10. Develop a comprehensive **emergency succession plan** for unforeseen leadership vacancies.
11. Measure the **ROI of succession planning** through key performance indicators and *workforce analytics*.
12. Communicate succession plans effectively to **stakeholders** to enhance **employee morale** and **trust**.
13. Leverage **change management best practices** to ensure smooth and successful leadership transitions.

Organizational Benefits

- Minimizes disruption during leadership transitions, ensuring seamless operations.
- Proactively addresses potential talent gaps and strengthens organizational resilience.
- Creates clear career pathways, increasing employee engagement and loyalty.
- Fosters a continuous learning environment and cultivates a strong internal leadership pipeline.
- Reduces reliance on expensive external recruitment and onboarding processes.
- Reinforces values, promotes internal growth, and builds a sense of stability.
- Enables quicker adaptation to market changes and strategic shifts.
- Promotes inclusive practices, leading to more innovative and representative leadership.
- Facilitates effective transfer of critical expertise and organizational wisdom.
- Demonstrates proactive governance and long-term strategic foresight.

Target Audience

1. Chief Executive Officers (CEOs)
2. Members of the Senior Leadership Team (C-Suite Executives)

3. Board of Directors
4. Heads of Human Resources / Chief People Officers
5. Talent Management and Organizational Development Leaders
6. Strategic Planning Executives
7. Future High-Potential Leaders identified for executive roles
8. Anyone responsible for long-term organizational stability and leadership continuity.

Course Outline

Module 1: Foundations of Strategic Succession Planning

- Defining **Strategic Succession Planning** vs. Replacement Planning.
- Linking succession planning to **organizational vision, mission, and strategic goals**.
- Understanding the **costs of leadership vacuum** and the **ROI of proactive planning**.
- Key components of a robust, **future-proof succession framework**.
- **Case Study:** *GE's renowned succession planning model under Jack Welch – analyzing its evolution and impact on sustained performance.*

Module 2: Identifying Critical Roles and Future Leadership Needs

- Methodologies for **identifying critical positions** beyond the C-suite.
- Conducting a comprehensive **organizational needs assessment** for future leadership.
- Anticipating **future skill sets** required for a rapidly evolving business landscape (e.g., *digital fluency, AI literacy, adaptability*).
- Developing a "**Success Profile**" for the CEO and key executive roles.
- **Case Study:** *Nokia's challenges in leadership transition during the smartphone revolution – focusing on foresight in skill requirements.*

Module 3: Talent Identification and Assessment

- Implementing **fair and objective criteria** for **high-potential (HiPo) identification**.
- Utilizing **assessment centers, 360-degree feedback, and psychometric tools**.
- Developing a **talent inventory** and **skills matrix**.
- Addressing **unconscious bias** in talent identification and assessment.
- **Case Study:** *Procter & Gamble's rigorous HiPo identification process and its contribution to internal leadership pipeline strength.*

Module 4: Designing Tailored Leadership Development Programs

- Creating **individual development plans (IDPs)** for identified successors.
- Integrating **experiential learning** (stretch assignments, cross-functional roles, sabbaticals).
- Leveraging **formal training, executive education, and online learning platforms**.
- Building a culture of **continuous learning** and **growth mindset**.
- **Case Study:** *IBM's shift towards skills-based development and its impact on internal talent readiness for new technologies.*

Module 5: Executive Coaching and Mentorship

- Establishing effective **mentorship programs** for aspiring leaders.
- The role of **executive coaching** in accelerating leadership readiness.
- Best practices for **matching mentors and mentees**.
- Measuring the effectiveness of **coaching and mentorship initiatives**.
- **Case Study:** *Google's informal yet powerful mentorship culture and its role in fostering innovation and leadership.*

Module 6: Knowledge Transfer and Institutional Memory

- Strategies for capturing and transferring **tacit knowledge** from departing leaders.
- Developing a **knowledge management framework** for leadership roles.
- Utilizing **storytelling** and **legacy projects** for knowledge transfer.
- The role of technology in preserving **institutional memory**.
- **Case Study:** *NASA's approach to knowledge transfer in critical engineering roles to ensure continuity across generations of engineers.*

Module 7: Emergency Succession Planning and Crisis Management

- Developing a robust **emergency succession plan** for unexpected departures.
- Defining **interim leadership roles** and responsibilities.
- Communicating effectively during a **leadership crisis**.
- Scenario planning for various **disruption events**.
- **Case Study:** *The sudden passing of Steve Jobs at Apple – analyzing the pre-existing succession plan and its effectiveness.*

Module 8: Diversity, Equity, and Inclusion (DEI) in Succession

- Strategies for building a **diverse and inclusive leadership pipeline**.
- Mitigating biases in **promotion and selection processes**.
- Creating equal opportunities for **underrepresented groups**.
- Measuring and reporting on **DEI metrics** in succession.
- **Case Study:** *Microsoft's commitment to increasing diversity in its leadership and the initiatives put in place for succession.*

Module 9: Internal Mobility and Career Pathing

- Designing structured **internal mobility programs**.
- Developing clear **career pathways** for all levels of employees.
- Encouraging **lateral moves** and **cross-functional experiences**.
- The role of **HR technology** in facilitating internal talent marketplaces.
- **Case Study:** *Unilever's global internal mobility program and its success in retaining top talent across various geographies and functions.*

Module 10: Legal and Ethical Considerations in Succession

- Understanding **employment laws** related to succession planning.
- Ensuring **fairness and transparency** in the process.
- Addressing potential **conflicts of interest**.
- Confidentiality and **communication protocols**.
- **Case Study:** *Examining a hypothetical legal challenge related to a succession decision and analyzing the ethical implications.*

Module 11: Measuring the Effectiveness and ROI of Succession Planning

- Defining **Key Performance Indicators (KPIs)** for succession planning.
- Utilizing **workforce analytics** and **data-driven insights**.
- Calculating the **Return on Investment (ROI)** of succession initiatives.
- Reporting on succession progress to the **Board and stakeholders**.
- **Case Study:** *A detailed analysis of how a Fortune 500 company quantified the benefits of its succession planning program.*

Module 12: Communicating Succession Plans

- Developing a comprehensive **communication strategy** for internal and external stakeholders.
- Managing expectations and addressing concerns effectively.
- Building **employee trust** and commitment to the process.
- Techniques for communicating sensitive information.
- **Case Study:** *A company's successful communication of a CEO transition, minimizing anxiety and maintaining morale.*

Module 13: Change Management for Leadership Transitions

- Applying **change management principles** to succession events.
- Strategies for navigating **resistance to change**.
- Engaging employees and fostering adoption of new leadership.
- Sustaining momentum and embedding succession into organizational culture.
- **Case Study:** *A large merger and acquisition (M&A) scenario and how effective change management facilitated leadership integration.*

Module 14: Technology and Future Trends in Succession Planning

- Leveraging **AI and Machine Learning** for talent insights.
- The role of **HRIS and Talent Management Systems**.
- Predictive analytics for **flight risk and readiness**.
- Emerging trends: **Skills-based organizations, gig economy leadership, remote leadership succession**.
- **Case Study:** *How a tech-forward company used AI-powered tools to identify and develop leaders more rapidly.*

Module 15: Building a Sustainable Succession Culture

- Embedding succession planning into the **organizational DNA**.
- The role of the **Board of Directors** in overseeing succession.
- Continuous review and **adaptation of the succession plan**.
- Leadership's ongoing commitment to **talent stewardship**.
- **Case Study:** *Companies like Berkshire Hathaway and their long-term focus on cultivating a succession mindset throughout the organization.*

Training Methodology

This program utilizes a highly interactive and experiential training methodology, blending:

- **Experiential Exercises:** Guided meditations, mindful movement, and practical skill-building activities.
- **Interactive Discussions:** Group sharing, peer learning, and facilitated dialogue.
- **Case Studies and Real-World Scenarios:** Application of concepts to relevant professional challenges.
- **Practical Tools and Takeaways:** Handouts, worksheets, and resources for continued practice.
- **Personalized Action Planning:** Participants will develop individual strategies for integrating mindfulness into their lives.
- **Facilitator-Led Instruction:** Expert guidance, demonstrations, and Q&A sessions.
- **Blended Learning Approach:** Potentially incorporating pre-course materials, in-person sessions, and post-course online resources for reinforcement.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

- a.** The participant must be conversant with English.
- b.** Upon completion of training the participant will be issued with an Authorized Training Certificate
- c.** Course duration is flexible and the contents can be modified to fit any number of days.
- d.** The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
21 Sep 2026	02 Oct 2026	Online	\$2,000
21 Sep 2026	02 Oct 2026	Physical	\$3,000
21 Sep 2026	02 Oct 2026	Physical	\$0
21 Sep 2026	02 Oct 2026	Physical	\$0
21 Sep 2026	02 Oct 2026	Physical	\$0
21 Sep 2026	02 Oct 2026	Physical	\$0
21 Sep 2026	02 Oct 2026	Physical	\$0
21 Sep 2026	02 Oct 2026	Physical	\$0

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