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TALENT MANAGEMENT AND SUCCESSION PLANNING WORKSHOP

DATE : 12TH – 16TH SEPTEMBER 2022

VENUE: WESTON HOTEL, NAIROBI

COST: KSHS 92,500 EXCLUDING VAT PER PERSON

NITA REGISTERED: NITA/TRN/916

INTRODUCTION

A key element in an organization is the **management of the skills, talent and succession of employees**. When this is done effectively, staff are prepared and ready to cope with current and future work requirements. Talent management and succession planning provide businesses with a deliberate **strategy for the retention and continuation of critical competencies** and demonstrate a genuine commitment to developing the existing workforce. Talent management is the process of identifying and developing key individuals in a business that possess important knowledge, skills and abilities. The focus is to retain essential capabilities in the workforce to maintain business competitiveness.

The talent management process provides key individuals with an opportunity to develop their skills and experience by engaging in challenging duties, professional development and career growth which in turn helps to build loyalty to the business. A key consideration in the establishment of a talent management process is the formal procedure used to measure employee performance. Employees expect a credible approach to the management of their work performance. Effective performance management should result in a workplace where all employees are encouraged and enabled to perform to the best of their abilities.

In contrast to the individual focus of talent management, succession planning ensures that the broader requirements of a business are met. After undertaking a gap analysis to identify key jobs and competencies that are critical to the success of the business, a succession plan may be established. The succession planning process identifies and prepares talented employees to step into key positions and leadership roles and ensures that they have the skills, experience and knowledge to meet changing work requirements. An effective succession planning process increases the availability of experienced and capable employees that are prepared to assume key roles as they become available. Where there is a gap in the internal skills base of the business, succession planning can be used to guide external recruitment to fill critical roles in the future.

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KEY LEARNING OBJECTIVES

Talent management and succession planning provide businesses with a deliberate strategy for the retention and continuation of critical competencies and demonstrate a genuine commitment to developing the existing workforce. Without a planned and deliberate approach a business may be unable to provide its services and products to the level or at the quality expected. Businesses without talent management and succession planning processes are exposed to risks associated with untapped potential and diminished productivity, the loss of key employees, the loss of essential knowledge and skills, and the difficulties of quickly recruiting new employees with the same skill sets. The combined processes are important to business because they:

- Protect critical operational requirements
- Ensure maximum contribution of high potential employees
- Support the development and growth of employees and ensure greater worker engagement
- Offer a range of learning, development and skilling opportunities
- Are formalized through training and career pathways and plans
- Is a key component in formal human resource planning systems

TARGET COMPETENCIES

This highly practical and relevant program presents a systematic approach to Talent Management Frameworks and Succession Planning.

This program will highlight:

- Determining the requirements of the business
- Talent management and succession planning (and what is the difference)
- Competency frameworks and how to understand them
- Career path planning for employees
- Performance management and efficient appraisal systems

MATERIALS AND METHODOLOGY

At DGMB, we have spent a couple of years developing and refining our training approach in this area. Our methodology has several features that will ensure your staff experience a robust and relevant program; one that strengthens team dynamics and the organization deliver improved results. Some of the highlights of our unique approach are:

◆ **Reduced Emphasis on Formal Training**

We base our course designs on the 70:20:10 paradigms. Research indicates that about 70% of what adults learn is through on-the-job experience, 20% through social learning, and 10% through formal training. We present information in ways that engage participants and generate plenty of discussion and sharing of experiences. We also provide individual and group assignments that encourage participants to integrate new concepts into their daily work.

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◆ **Practical and Relevant Content**

In assessing and designing customer service and communications skills course, we remembered Hermann Ebbinghaus' famous 'forgetting curve' that shows we forget 50% of learned material within one hour unless it is put into practice. Our needs analysis and instructional design practices produce engaging, real-world learning materials, customized so that participants relate fully with the content.

◆ **Employing the Wisdom of Renowned Management Thinkers**

We employ the wisdom of renowned academics and authors on business and management like Henry Mintzberg who believes that:

- ✓ management should emphasize teamwork, rather than rely on heroic individualism
- ✓ effective staff are reflective in the context of taking action
- ✓ management development works best as social learning in small groups

◆ **Research-supported Methods**

Our training delivery is always informed by research on adult learning principles and by our experience as organizational development consultants, instructional designers and facilitators. Consequently, we include plenty of opportunities for learners to apply key concepts, using scenarios and simulations, personal action plans, accountability partners, and other techniques. These methods ensure participants retain what they have learned, apply what they have learned quickly, refine their approach, and internalize learning for long-term use.

◆ **Uncommon Focus**

Few training firms follow good design principles consistently because it takes time, sustained focus and clarity. Compared to other strategies and methodologies, Inspired Kenya's office skills program will:

- ✓ Help you build strong internal communities
- ✓ Help staff learn more rapidly
- ✓ Build in lasting change through reflection
- ✓ Create working teams that are more cohesive, resilient, and productive

In this we have combined the following training approaches:

- i. Presentations through lecturing, group exercises, demonstrations and group discussions including presentations to enable interactions between the facilitators and the participants and among participants.
- ii. Discussions on topical issues arising from the various sessions and during the scheduled plenary discussions.
- iii. Citation of real case scenarios to enhance understanding of the core concepts, issues and training strategies
- iv. Role play, games and hands-on exercises
- v. Held plenary sessions to identify way forward

DGMB has deployed modern training aids aimed at making the training more exciting, inspiring and interesting. The teaching aids are numerous and serve different purposes. We used the following teaching aids to be very effective in capturing the imagination of the trainees:

- ✓ Overhead Transparencies (Colored power point slides), Demonstrations and emailed training materials to each participant.

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IMPACT ON PARTICIPANTS

Managing the various HR processes can sometimes feel like a juggling act. Between recruiting the right candidate, onboarding them, and on to succession planning, there is a lot to manage. Having the right Talent Management System can help streamline all of your HR processes.

Some of the impact of talent management and succession planning are:

- Connecting and Sharing Data
- Strategic Hiring Process
- Improved Onboarding Experience
- Retain Top Talent
- Employee Development
- Improved Employee Experience
- Increase Employee and Manager Engagement

IMPACT ON ORGANIZATIONS

The benefits of talent management and succession planning are as follows:

- It serves as contingency planning and keeps the organization well prepared for any sudden attrition that may happen and reduces the impact of losing key employees to a great extent
 - By insisting on succession planning, managers get to identify various skill-sets among the team members and their strengths come to light.
 - Also, employees who are identified as successors based on the skill-sets they possess can be groomed well to handle the relevant positions, and any skill-set that is lacking in the employee can be developed by providing appropriate training and opportunities
 - Employees get to have a well-defined road map of their career and it serves as a motivation factor for them to perform even better
 - Employees who get to understand that their organization has future plans for them, will tend to stay with the organization for longer time
 - Internal employees already have a good understanding of the organization and its goals. Thus, it saves a considerable amount of time and cost for the organization in hiring and inducting new candidates for these positions
 - Overall, it creates a very positive atmosphere within the organization and leaves employees feeling extremely satisfied in terms of career progress and highly motivated.

WHO SHOULD ATTEND THIS COURSE?

This program is great introduction to the important areas of succession planning, talent management, competency frameworks, and career path planning and performance management. The program is targeted at personnel from the Performance and Development division.

It is also suitable for anyone who is responsible for managing talent in an organization, ie:

- HR Professionals and HR Staff at all levels
- Resourcing and Recruitment Personnel
- Talent Management Specialists

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- Capability Development Professionals
- HR Business Partners
- Strategic Planners
- HR or Manpower Planners
- Succession Planners
- Anyone involved in Nationalization initiatives
- Technical staff who have moved into the HR area without formal HR training
- Managers who need to develop their skills and expertise in the areas covered
- Trade union leaders

YOUR INVESTMENT

We shall offer this training at a professional fee of **Kshs 92,500 per person excluding VAT**, for the entire duration of the course. This fee will cover our charges, costs of course preparations and training materials. This cost does not cater for transport and accommodation for participants.

PRE-REQUISITE

Intense desire to learn practical, pragmatic techniques and best practices in emotional intelligence required in today's dynamic business environment in order to unlock and boost company value creation.

ADMINISTRATION DETAILS & LOGISTICS

Dates: 12th-16th September 2022

Time: 8:00 a.m. – 5:00pm

Venue: Weston Hotel, Nairobi

Attire: Smart Casual

For enquiries or registration call [David \(+254\) 722 352 680](tel:+254722352680) or [\(+254\) 731 352 680](tel:+254731352680).

Email: dgmbfinance@gmail.com

QUALITY ASSURANCE

DGMB Training Solutions Ltd strives to provide you with the most productive, effective and value for money seminar experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival.

TIMETABLE

DAY ONE	
TIME	SESSIONS
8.00am- 8.30am	Registration and Introductions
8.30am- 10.30am	Introduction to People Planning Exercise 1: Terms & Definitions
10.30am– 11.00am	HEALTH BREAK
11.00am – 12.00pm	The context for planning & succession
12.00pm – 1.00pm	People as a competitive edge – why people matter
1.00pm- 2.00pm	LUNCH BREAK

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2.00pm-3.00pm	HR as a strategic tool
3.00pm – 3.30pm	The difficulties of planning explored
3.30pm – 4.30pm	The processes of Human Resource Planning (HRP)
DAY TWO	
TIME	SESSIONS
8.00am- 8.30am	Registration and Introductions
	Managing your ‘people inventory’
8.30am-9.30am	Management continuity
9.30.am-10.30am	Succession planning
10.30am– 11.00am	HEALTH BREAK
11.00am – 12.00pm	Methods for succession planning
12.00pm – 1.00pm	Talent management and succession planning compared
1.00pm- 2.00pm	LUNCH BREAK
2.00pm-3.00pm	Understanding competency frameworks and principles
3.00pm – 4.30pm	Developing competency framework based on Talent Management
DAY THREE	
8.00am- 8.30am	Registration and Introductions
8.30am – 10.30am	Career Pathing: Putting it all Together
10.30am– 11.00am	HEALTH BREAK
11.00am- 12.00pm	Understanding performance management
12.00am- 12.30pm	What is a career and why it matters?
12.30pm – 1.00pm	Career Planning and its relationship to Succession Planning
1.00pm– 2.00pm	LUNCH BREAK
2.00pm – 3.00pm	Career Planning and its relationship to Succession Planning
3.00pm – 4.00pm	Exit Management Strategies
DAY FOUR	
8.00am- 8.30am	Registration and Introductions
8.30am – 10.30am	Employee Training and Development
10.30am– 11.00am	HEALTH BREAK
11.00am- 12.00pm	Career Growth and development
12.00am- 1.00pm	Exercise On Identification of Skill Gaps Analysis
1.00pm– 2.00pm	LUNCH BREAK
2.00pm – 3.00pm	Presentations of the exercise on Skill Gaps Analysis
DAY FIVE	
8.00am- 8.30am	Registration and Introductions
8.30am – 10.30am	Modern Knowledge Management Strategies
10.30am– 11.00am	HEALTH BREAK
11.00am- 12.00pm	Employee Retention Strategies
12.00am- 12.30pm	Modern Employee Relations
12.30pm – 1.00pm	Employee Wellness Strategies
1.00pm– 2.00pm	LUNCH BREAK
2.00pm – 4.00pm	Emotional Intelligence

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TERMS AND CONDITIONS

Disclaimer: All registrations are subject to session availability. All speakers, sessions and prices were confirmed and correct at the time of printing. DGMB Training Solutions Limited reserves the right to change speakers and program details as required in addition to making changes to the schedules, venue or cancel the event altogether. **Privacy Notification:** DGMB Training Solutions Limited respects the privacy of individuals, their sponsors and acknowledges that the information you provide on registration form is confidential and third parties would not have access. DGMB Training Solutions Limited collects this information for purposes of processing your registration and providing you information (via email and/ or mail) on upcoming events, specific products and services provided by or associated with DGMB Training Solutions Limited. Kindly register by 5pm, two working days prior to the seminar to enable us cater for your course materials and catering requirements. **Notice of Withdrawal:** Unless written notice of withdrawal is received before the closing date of the programme, the full fee is still due in the event of non-attendance. However, DGMB Training Solutions Limited accepts replacement(s) or substitution, made in writing, prior to the programme's commencement date. However, no substitution of participant(s) is allowable after the commencement of the seminar.

HOW TO PAY

- 1) Issue a Cheque in the name of "DGMB Training Solutions Ltd" or
- 2) Remit the fees via Electronic Funds Transfer (RTGS) to our Bank, details are: - Account Name: - DGMB Training Solutions Limited, Bank: Cooperative Bank of Kenya, City Hall Branch, Nairobi: Account No: - 01148231039600 and Branch Code: -11049.
- 3) PIN P051349463P