



# TALENT MANAGEMENT & SUCCESSION PLANNING

2026 | 9 am - 5 pm

MALAYSIA HR FORUM ACADEMY  
LEVEL 12, LOT 12A, MENARA PKNS PETALING JAYA,  
JALAN YONG SHOOK LIN, 46050 PETALING JAYA

RM 2,800



100% HRDC Claimable

## MODULE OVERVIEW

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Many organization have a formal strategies for developing their employees and identifying successors for critical positions. The Best-in-class organizations are those goes beyond the traditional approach and focus on an integrated succession management process which aimed at enhancing leaders' current and future capabilities throughout the organization. Therefore, best-in-class succession management involves two key activities: tracking pivotal roles that are emerging as “resource pressure points,” and proactively sourcing and developing a strong talent pool of future leaders.

In this program, participant will be guided to apply the tools and techniques in identifying talent pools for critical positions and developing the talent for future leadership roles.

## TARGETED PARTICIPANTS

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This programme is designed for Human Resources professionals, Heads of Department, and people managers who are responsible for overseeing and driving Talent Management initiatives within their organisations.

## DURATION

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2 Days

## METHOD OF TRAINING

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The course will be conducted in an interactive learning mode to encourage active learning among the participants. Methods of trainings used includes group discussions, slide presentations, assessments, individual assignment, games and opportunity for self-reflection and action planning.

## LEARNING OUTCOME

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At the end of the course, participants will be able to:

1. Understand the Career Management Framework
2. Identify critical position within the organization
3. Select potential successors for a critical position
4. Create development plans for identified successors
5. Monitor successors progress during Succession Management roll out

## CONTENTS DAY 1 | 9 AM - 5 PM

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### **Module 1: Talent Management – What’s It All About?**

- How do you define talent for your organization?
- The difference between talent management and succession planning

### **Module 2: Critical Position**

- Critical Position vs Critical Person
- Identifying talent pools for critical positions
- Group Discussion: Identification of Critical Position and Critical Person

### **Module 3: Evaluate Current Talent State (Performance)**

- Identify and evaluate the present and future talent requirements
- Core Competencies and Assessment Tools
- 9-Box Matrix Talent Management Model
- Skill Practice: Building current Talent Inventory

### **Module 4: Talent Reviews (Potential)**

- Holding a talent review – key things to consider
- A talent review framework – a practical example of a talent review in action
- The difference between high potential and high performance
- Internal identification of talent – key roles and paths and creating the right climate

## CONTENTS DAY 2 | 9 AM - 5 PM

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### **Recap and Review of Day 1**

### **Module 5: Developing Talent to meet organizational needs**

- Techniques to coach, mentor, and develop individuals
- Designing development programs
- Skill Practice: Developing Individual Development Program

### **Module 6: Managing Your Talent**

- The Dilemma – Shall we tell the Top Talent?
- Retaining and engaging talent for the future health of the organization
- Motivation models and methods to reward and recognize individual contributions
- *Skill Practice: Career Coaching*

### **Module 7: Succession Management & Planning**

- The role of HR is setting up a succession Management Framework
- What is Succession Planning?
- Why organization need to start Succession Planning
- Developing the succession planning program
- Career and succession planning tools Monitoring, measuring and follow-up process

### **Module 8: Developing Action Plans**

- Connecting the DOTS
- Putting up the Action Plans
- Influencing the Key Stakeholders