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
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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