



CAREER DEVELOPMENT AND SUCCESSION PLANNING



COURSE OVERVIEW

This comprehensive training course on Career Development and Succession Planning is designed to help organizations build a strong internal talent pipeline and ensure continuity in key leadership and technical positions. It focuses on aligning employee career aspirations with organizational goals, developing strategic succession plans, and retaining top talent through structured career pathing and leadership development initiatives.

Participants will gain practical tools and strategies to identify high-potential employees, design career development frameworks, implement succession planning processes, and manage talent risk effectively. This program blends theory with real-world practices to enable participants to return to their organizations with actionable plans for sustainable talent development.

DATES, VENUES AND FEES



19 – 23 October 2025 - Dubai

(5 Days)

Fees

US\$ 4500

Note: Fee is per participant + 5% VAT (if applicable).

Groups from the same company can enjoy a **discounted** price.

WHO SHOULD ATTEND?

This course is appropriate for a wide range of professionals but not limited to:

- Human Resources and Talent Management Professionals
- Organizational Development (OD) Specialists
- Learning and Development Managers
- Line Managers and Department Heads
- Workforce Planning and HR Business Partners
- Anyone involved in talent strategy, employee growth, or leadership development

CONTACT US NOW

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ACCREDITATION



This training course is certified by CPD.

The CPD Certification Service is the leading independent CPD accreditation institution operating across industry sectors to complement the Continuing Professional Development policies of professional institutes and academic bodies. The CPD Certification Service provides support, advice, and recognised independent CPD accreditation compatible with global CPD principles. CPD is the term used to describe the learning activities professionals engage in to develop and enhance their abilities and keep skills and knowledge up to date. CPD Units are only awarded to programmes after each programme is scrutinised to ensure integrity and quality according to CPD standards and benchmarks.

COURSE CERTIFICATE

MSTC certificate will be issued to all attendees completing a minimum of 80% of the total tuition hours of the course.

CPD internationally recognized certificate will be issued for all participants who will meet the course requirements. CPD certificates will be issued within a month of the successful completion of the course.

TRAINING METHODOLOGY

- Expert-led sessions with dynamic visual aids
- Comprehensive course manual to support practical application and reinforcement
- Interactive discussions addressing participants' real-world projects and challenges
- Insightful case studies and proven best practices to enhance learning

LEARNING OBJECTIVES

By the end of this course, participants should be able to:

- Understand the strategic importance of career development and succession planning.
- Identify critical roles and assess succession risks.
- Design and implement individual development plans (IDPs).
- Develop structured career pathways and talent pools.
- Utilize tools such as competency models, nine-box grids, and readiness assessments.
- Integrate succession planning into overall HR and business strategies.
- Promote a culture of continuous learning and leadership development.

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COURSE OUTLINE

DAY 1

Introduction to Career Development & Succession Planning

- Pre test
- Understanding talent management and succession planning
- Strategic alignment with business goals
- Career development vs. succession planning: similarities and differences
- Identifying critical roles and future organizational needs
- Talent review and workforce planning overview

DAY 2

Building Career Development Frameworks

- Career pathing and progression models
- Developing competency-based frameworks
- Conducting career conversations and employee engagement
- Role of learning and development in career growth
- Creating Individual Development Plans (IDPs)

DAY 3

Identifying and Developing High Potentials

- Talent identification: tools and assessments
- High-potential (HiPo) programs and criteria
- Designing leadership development programs
- Mentoring, coaching, and experiential learning
- Using the 70-20-10 development model

DAY 4

Succession Planning Processes and Tools

- Steps in designing a succession plan
- Using the nine-box grid and readiness matrices
- Succession planning for key roles and leadership pipelines
- Risk management and talent gaps
- Managing diversity, equity, and inclusion in succession

DAY 5

Implementation, Monitoring & Evaluation

- Integrating succession planning with HR systems
- Measuring effectiveness: key metrics and KPIs
- Reporting to stakeholders and building business cases
- Change management and overcoming resistance
- Developing an action plan and next steps
- Post test

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