PROFESSIONAL DEVELOPMENT TRAINING

Business Succession Planning

1300 121 400

REQUEST QUOTE

1.0 DAY COURSE

A management succession plan affects an entire organisation. Planning a succession involves preparation, weighing options, initiating and managing change, overcoming obstacles and performing a thorough analysis of your staff and their skills and experience.

The PD Training Business Succession Planning Training Course gives you an understanding of the methods and techniques of business succession planning and skill building to implement the changes smoothly and successfully with skills like conducting a SWOT analysis, drafting a succession plan and mapping employee experience and skillsets.

This significant and lively training course is available now throughout Australia, including Brisbane, Sydney,, Melbourne, Canberra, Adelaide and Perth.

What You'll Gain:

The loss of valuable leadership can cripple a company. Business succession planning is essentially preparing successors to take on vital leadership roles when the need arises.

Whether it is preparing someone to take over as the sole proprietor of a small business or a position of leadership in a corporation, business succession planning is essential to the long-term survival of a company. This course will teach you the difference between succession planning and mere replacement planning and how to prepare people to take on the responsibilities of leadership so that the company thrives in the transition.

Outcomes

In this course participants will:

- Learn the importance of succession planning
- Understand the process of succession planning

- Recognise the importance of mentoring as a component of your plan
- Learn to set goals using a SWOT analysis
- Draft a plan, assign responsibilities and establish monitoring systems
- Understand the importance of change management
- Learn to anticipate obstacles
- Know how to re-evaluate goals and focus on progress
- Recognise when success has been achieved

Modules

Lesson 1: Getting Started
- Workshop Objectives
- Action Plans and Evaluation Forms

Lesson 2: Succession Planning Vs. Replacement Planning
- What is Business Succession Planning?
- What is Replacement Planning?
- Differences between Succession and Replacement
- Deciding what you need

Lesson 3: Preparing for the Planning Process
- Should you establish a committee?
- How to gather operational data

Lesson 4: Initiating Process
- Develop a Mission Statement
- Develop a Vision Statement
- Choosing to be a mentor

Lesson 5: The SWOT Analysis
- Identifying Strengths
- Identifying Weaknesses
- Identifying Opportunities
- Identifying Threats

Lesson 6: Developing the Succession Plan
- Prioritise what the succession plan will address
- Set goals and objectives
- Develop a strategy for achieving goals
- Draft the plan

Lesson 7: Executing the Plan
- Assign responsibility and authority
- Establish a monitoring system
- Identifying paths
- Choosing your final approach

Lesson 8: Gaining Support
- Gathering data
- Addressing concerns and issues
- Evaluating and adapting

Lesson 9: Managing the Change

Lesson 10: Overcoming Roadblocks

- Developing a change management plan
- Developing a communication plan
- Implementing the plans
- Providing constructive criticism
- Encouraging growth and development
- Common obstacles
- Re-Evaluating goals
- Focusing on progress

Lesson 11: Reaching the End

- How to know when you've achieved success
- Transitioning
- Wrapping it all up

Lesson 12: Wrapping Up

- Words from the Wise
- Action Plans and Evaluations

Talk to our expert team

Phone: 1300 121 400

Email: enquiries@pdtraining.com.au