

Develop a Framework and Strategies for Succession Management (SFw HR)

Participants will be awarded the **Statement of Attainment** for HRS-PDV-5033-1.1 Succession Planning upon successful completion of the course.

Course Objective

The course will address the skills and knowledge required to create and develop a succession strategy and process within an organisation. It covers understanding the organisation's strategic, people and capability needs and the identification of critical organisation roles.

Target Audience

Human Resource practitioners, executives and managers.

Course Outline

➤ Develop a succession management strategy

- Consult stakeholders to identify their expectations regarding succession management
- Develop strategies for managing succession that is aligned with organisational objectives and needs and other human resource programmes
- Communicate succession management strategies to stakeholders to generate buy-in and build ownership

➤ Identify critical organisational roles and feeder positions

- Consult with stakeholders to identify critical roles
- Develop profiles to document the requirements of the critical roles
- Identify feeder positions within the organisation that can provide opportunities to groom successors

➤ Manage succession process

- Identify successors for critical positions in the organisation by matching their profiles with the critical position profiles
- Conduct a risk assessment for critical positions and document the outcomes
- Work with managers and identified successors to create and document development and retention plans

➤ Evaluate succession management programme

- Identify criteria to evaluate the performance of succession management programmes by defining specific measures to be used
- Support the development of processes and systems to gather measurement data and feedback from key stakeholders
- Monitor internal and external influences and trends that may impact on the succession management programme
- Analyse data to refine the succession management programme

Methodology

It is a competency-based learning with assessment. Case studies, experiential learning, discussions and presentation, facilitation and sharing, critique and review.

- ❖ **50% Course Fee Subsidy, capped at \$15/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$50/hr (SC aged ≥ 40/ SMEs)**
- ❖ **Absentee Payroll 90% of hourly basic salary, capped at \$10/hr. Eligibility period: 1 May – 31 Dec 2020**

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR		- SC aged ≥ 40	\$556.40	-\$468.00	= \$88.40
		- SC aged ≤ 39 - All SPR	\$556.40	-\$260.00	= \$296.40

All prices stated are inclusive of 7% GST

SC : Singapore Citizen

SPR : Singapore Permanent Resident

: Not Applicable

SMEs : Defined as companies with:

(i) at least 30% local shareholding; AND

(ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.

Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Has not enjoyed funding for the same course before.
Note: This course is equivalent to Develop a Framework and Strategies for Succession Management (HR-TM-502E-0).
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Please refer to SNEF website for available dates

Duration : 2 days, 9am to 7pm (18 hours)

Course Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website www.snef.org.sg

Click on 'Training' and Course Category '**Human Resource / Industrial Relation**'

Enquiries:

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