

Succession Management

Attract, develop and retain talent while growing your business



Course Facilitator:
Ramiz Allawala

17 September 2011, Sheraton Hotel, Karachi
24 September 2011, Pearl Continental Hotel, Lahore
9:15 am to 5:00 pm

Course Overview:

Succession Management is an elaborate and systematic approach to identify and develop high potential employees to fill vacancies in key positions. This workshop teaches how to create a leadership pipeline when integrated with recruitment, selection and retention processes of an organization. This workshop will show you how to build managerial capabilities at several management levels that ensure a transparent and low risk progression of talent to move up the organizational ladder.

Key Benefits:

After attending this course you will be able to:

- Identify critical positions and critical people within your organization
- Identify people and strategies to ensure business continuity
- Compile a succession situation report
- Develop a succession plan to ensure the continued flow of qualified people to take up critical positions and replace critical people for the future
- Identify development needs for successors
- Write an effective succession plan policy
- Prepare a career development plan

Who Should Attend?

This workshop has been specifically designed for all management professionals with an interest in ensuring business continuity and improving performance, motivation and loyalty of employees. It is an essential course for Department Heads, Directors, Senior Managers, Section Heads, HR professionals and Career Development specialists.

Program Agenda:

How to plan a talent review?

- How to start a talent review meeting?
- What does a multi-year talent review plan look like?
- How to identify the talent review meeting topics?
- How to identify critical positions and critical people?

How to prepare a talent assessment?

- What are the most important talent assessment tools?
- What is your three-year organization chart?
- How to identify possible successors by using the correct position competency models?
- How to rate leadership competencies?

How to manage Career Development of Key talent?

- How to manage development needs for future career and succession?
- How to identify realistic time frames for development?
- How to choose best route for development using external or internal means?
- How to utilize and institutionalize coaching and mentoring?

How to implement a Succession Management Plan?

- How to obtain senior management buy-in?
- Who owns the plan?
- How to budget for the succession plan?
- How to monitor and review the progress?



Course Facilitator:
Ramiz Allawala



**“Great work, Great energy, Great experience!!”
Shell, Pakistan**

Ramiz Allawala is a much sought after motivational public speaker who has delivered lectures in Asia and the Middle East on topics ranging from personal leadership, motivation and ethics, to global leadership, corporate governance and social responsibility. Ramiz consults and trains widely on coaching, team performance and leadership for hyper-growth organizations. After running businesses in USA and Pakistan, he founded Avista Training International (formerly Gulfstone Training), and has coached and mentored senior executives, students, young leaders and underprivileged youth.

He has trained over 8,000 executives in the private, public and non-profit sectors. As a management consultant Ramiz not only helps clients build leadership pipelines, cohesive teams, management strategies, develop Human Resource policies but also train teams in service alignment and customer services. Participants in Ramiz's courses are

struck by his intellectual insights, articulation and practical hands-on approaches that help them create their own destiny. Therefore, with his profound sessions, Ramiz has helped create high trust cultures in leading organizations.

His workshops are open, non-dogmatic, and interactive where everyone is challenged to offer differing views, ideas and strategies, since the main focus remains 'do-ability' rather than theory. He offers instant feedback and assessment to his clients by using his unique 'Management-By-Coaching' model that stress the 3-MCs - Managing Culture (creating high Trust), Managing Change (challenging set-piece learning loops), and Managing Commitment (inclusion, assertion and cooperation).

With an aim to improve the caliber of human resource in Pakistan, Ramiz is extensively involved in training assignments across Pakistan though he is now settled in Huston, USA.

Ramiz has trained participants from:



Introductory Price

PKR 13,999/- per participant

10 % Group Discount on 3 or more nominees

Fee includes course material, Octara certificate, lunch, refreshments & business networking

Bring **Succession Management** In-house

This workshop can be customized to suit specific needs of your organization at significant savings. Please contact **Jason D'souza** at jason.bosco@octara.com or call at **0332-2422732** for more details

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Registration & Payment Options

- E-mail or Fax your nomination(s) to:
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