PROFESSIONAL DEVELOPMENT TRAINING

Business Succession Planning

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

This succession planning training course provides participants with the framework for a carefully crafted succession plan.

Succession planning training courses are available now throughout Hong Kong, including Central.

This Business Succession Planning training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

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
- Recognize 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

- Recognize when success has been achieved

Modules

Lesson 1: Succession Planning Vs. Replacement Planning

- What is Business Succession Planning?
- What is Replacement Planning?
- Differences between Succession and Replacement
- Deciding what you need

Lesson 2: Preparing for the Planning Process

- Should you establish a committee?
- How to gather operational data

Lesson 3: Initiating Process

- Develop a Mission Statement
- Develop a Vision Statement
- Choosing to be a mentor

Lesson 4: The SWOT Analysis

- Identifying Strengths
- Identifying Weaknesses
- Identifying Opportunities
- Identifying Threats

Lesson 5: Developing the Succession Plan

- Prioritize what the succession plan will address
- Set goals and objectives
- Develop a strategy for achieving goals
- Draft the plan

Lesson 6: Executing the Plan

- Assign responsibility and authority
- Establish a monitoring system
- Identifying paths
- Choosing your final approach

Lesson 7: Gaining Support

- Gathering data
- Addressing concerns and issues
- Evaluating and adapting

Lesson 8: Managing the Change

- Developing a change management plan
- Developing a communication plan
- Implementing the plans
- Providing constructive criticism
- Encouraging growth and development

Lesson 9: Overcoming Roadblocks

- Common obstacles
- Re-Evaluating goals

Lesson 10: Reaching the End

- How to know when you've achieved success

- Focusing on progress
- Transitioning
- Wrapping it all up

Talk to our expert team

Phone: 5808 8521

Email: enquiries@pdtraining.com.hk