SKILLSLAB
Training Provider

COURSE BROCHURE

Succession Planning and Leadership Development

Professional Training Course

Skillslab Training Provider
Skills for Tomorrow's World

info@skillslab-training.com | +966 55 965 3447 | www.skillslab-training.com

Course Description

Course Overview

Succession Planning and Leadership Development is a structured, knowledge-based leadership program designed to help organizations prepare future leaders while ensuring continuity in key managerial and supervisory roles. For new managers and emerging leaders, the course provides a clear understanding of how succession planning aligns with long-term organizational strategy, workforce stability, and sustainable performance.

In today's dynamic business environment, organizations cannot rely on informal or reactive approaches to leadership continuity. This course equips participants with essential leadership fundamentals and structured thinking required to identify, develop, and retain future leaders. It is particularly valuable as a leadership training for new managers who are transitioning into people management roles and need clarity on leadership expectations, talent development, and organizational readiness.

Key Outcomes

By the end of this program, participants will be able to…

- By the end of this program, participants will be able to explain the purpose and strategic value of succession planning within their organization.
- By the end of this program, participants will be able to identify critical roles that require structured leadership continuity.
- By the end of this program, participants will be able to distinguish between high performance and high potential in leadership development contexts.
- By the end of this program, participants will be able to describe core leadership competencies required for future managerial roles.
- By the end of this program, participants will be able to apply basic leadership development frameworks relevant to first-time managers.

- By the end of this program, participants will be able to recognize common risks associated with poor succession planning.
- By the end of this program, participants will be able to support leadership development discussions within their teams.
- By the end of this program, participants will be able to align succession planning concepts with organizational goals and culture.
- By the end of this program, participants will be able to participate effectively in internal talent review and development conversations.

Who Should Attend

This program is designed for professionals involved in leadership continuity and people development, including:

- First-time managers and newly appointed supervisors
- Team leaders and section heads
- High-potential employees identified for future leadership roles
- Junior and middle managers preparing for expanded responsibilities
- HR professionals supporting leadership development initiatives
- Department heads involved in workforce planning

Prerequisites: No prerequisites. Basic understanding of organizational structure is recommended.

Course Outline by Modules

The course is delivered over five structured days, each focusing on a specific aspect of succession planning and leadership development.

Day 1: Foundations of Succession Planning in Modern Organizations

- Definition and objectives of succession planning
- Strategic importance of leadership continuity
- Common succession planning models and approaches
- Roles and responsibilities of managers in succession planning
- Link between succession planning and organizational performance

Day 2: Leadership Competencies and Future Capability Requirements

- Core leadership competencies for new and future managers
- Technical skills versus leadership and behavioral capabilities
- Competency frameworks used in leadership development
- Aligning leadership skills with organizational strategy
- Identifying leadership gaps and development priorities

Day 3: Identifying and Developing High-Potential Talent

- Understanding high-potential versus high-performing employees
- Talent identification methods and internal assessments
- Ethical and transparent talent development practices
- Introduction to individual development planning concepts
- Manager's role in supporting leadership growth

Day 4: Integrating Succession Planning with Leadership Development

- Linking succession planning to leadership training for new managers
- Development pathways for supervisors and team leaders
- Knowledge transfer and mentoring fundamentals
- Risk management in leadership transitions
- Organizational culture and leadership readiness

Day 5: Governance, Measurement, and Sustainability

- Governance structures for succession planning programs
- Roles of HR, management, and leadership committees
- Key indicators for leadership development effectiveness
- Sustainability of leadership pipelines
- Common challenges and mitigation strategies

Methodology

This new manager leadership course is delivered using a primarily theoretical and concept-driven methodology.

The focus is on structured explanations, leadership frameworks, and best-practice models relevant to

succession planning and leadership development. Simplified case examples are used to illustrate concepts without extensive workshop-based activities.

Interaction is maintained through guided discussions, short reflection questions, and knowledge checks suitable for individual and group engagement. Training materials include summary sheets, a participant workbook, conceptual templates, and a practical leadership toolkit that can be easily reviewed or applied using standard office software. Optional pre-reading or follow-up materials may be provided upon request.

Assessment & ROI

Assessment during the program is conducted through in-session methods such as short quizzes, guided Q&A, recap discussions, and concept checks led by the instructor. These methods ensure understanding of leadership fundamentals, management skills training concepts, and succession planning principles.

Measurement of return on investment may also be conducted internally by the client organization using KPIs, manager evaluations, performance reviews, or leadership readiness indicators. Internal measurement is managed by the client organization and is outside the scope of our delivery. Optional follow-up support can be provided upon request.

Instructor Profile

Instructor assignment depends on the delivery date and city. We work with a global pool of trainers. Please contact us to confirm the most suitable available instructor for this course based on schedule and location.

Conclusion

Succession Planning and Leadership Development is a comprehensive leadership fundamentals course that strengthens organizational resilience while supporting leadership development for team leaders and supervisors. As a first-time manager training and supervisor leadership program, it builds confidence, clarity, and structured thinking for future leaders. Organizations completing this course benefit from stronger leadership pipelines, improved readiness, and a clear framework for long-term success. A certificate of completion is provided, and delivery can be tailored as onsite, online, or blended, with flexible duration options.

We invite you to contact us to customize this leadership development solution to your organizational needs.

Contact Us

For registration inquiries, upcoming dates, or group pricing, please contact us:

Website	www.skillslab-training.com
Email	info@skillslab-training.com
WhatsApp	+966 559 653 447

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info@skillslab-training.com | WhatsApp: +966 559 653 447

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