



**FMM Institute**  
*Centre for Professional Development*



## **Senior Management Development Programme**

# **TALENT MANAGEMENT AND SUCCESSION PLANNING**

**November 21 - 22 , 2012**  
**Hotel Armada Petaling Jaya**

Talent management has been practiced by organisations for decades but is gaining new urgency as organisations find they cannot quickly muster the talent they need to achieve their most critical goals. A succession plan begins with an assessment of leadership needs, the identification of key positions and the related competencies. Once a plan is in place, it is important to communicate opportunities, identify candidates and assess their readiness, create individual development plans and create the opportunities to support development. However, even following these apparent surefire steps, pitfalls can occur. Each organisation must create a plan that takes into consideration its needs - so there is no 'one size fits all' succession plan.

### **CONTENTS**

#### **Introduction to Talent Management and Succession Planning**

- ◆ The business case for talent management and succession planning
- ◆ What is talent management?
- ◆ What is succession planning?
- ◆ Why an organisation needs tools

#### **The Talent Management and Succession Planning Tools**

- ◆ Foundation tools
- ◆ Writing the talent management strategy
- ◆ Best option for the organisation
- ◆ A checklist for a talent management strategy
- ◆ Conducting a talent management audit
- ◆ Talent management processes

#### **Roles and Future in Talent Management and Succession Planning**

- ◆ A checklist to help clarify roles
- ◆ Expectations of stakeholders in talent and succession management
- ◆ Readiness for change business strategy and planning
- ◆ Where is the organisation going?
- ◆ Factors affecting the future
- ◆ Planning potential future scenarios

#### **Developing Core Competencies**

- ◆ Determining what is core and non-core to your activities
- ◆ Critical success factors in core competence
- ◆ Creating a competency profile
- ◆ Are HR activities supporting the core competence?

## OBJECTIVES

- ◆ Understand the business benefits of talent management and succession planning
- ◆ Apply the tools of talent management and succession planning
- ◆ Know the roles and future of the person and organisation
- ◆ Develop the core competencies of the organisation

## FACILITATOR



**Mr Peter Chin** is an independent consultant, providing services in business management, training and development. He has spent more than 20 years in the corporate world; assuming managerial roles with

Standard Chartered Bank, Malaysia; Whitcoulls Ltd and Market Gardeners Ltd, New Zealand. Peter is qualified with a Master in Business Administration (MBA) from the University of Bath and holds associateship with the Malaysian Chartered Institute of Management. Peter is a Certified Trainer of the American Management Association (AMA). He is also a member of the National Association of Small Business International Trade Educators (NASBITE) in Portland, USA. He has conducted in-house training programmes for large corporations like PERNAS, RENONG, UMW, SAPURA, ABB, Bristol-Myers, George Kent, Anakku Group and Government bodies like MIMOS, FAMA and MINDEF. He also conducts public seminars in the ASEAN region and provides consulting services to small- and medium-sized industries.

For further enquiries, please contact:

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**FMM Institute**

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Fax: 03-62776712

Visit us at [www.fmm.edu.my](http://www.fmm.edu.my)



## WHO SHOULD ATTEND

CEOs, General Managers, Senior Managers, Managers and Heads of Department.

## ADMINISTRATIVE DETAILS

Dates : **November 21 - 22, 2012**

**(Wednesday - Thursday)**

Time : 9.00 am – 5.00 pm

Venue: Hotel Armada Petaling Jaya  
Lorong Utara C, Section 52  
46200 Petaling Jaya  
Selangor Darul Ehsan

Fees :

FMM Members – RM 2,000 per participant

Non-Members – RM 2,300 per participant

International Delegates – USD 800 per participant

Enjoy 10% discount off the regular fees for 3 or more participants from the same organisation and of the same billing source.

**(Fees include course materials, Certificate of Attendance, lunch and refreshments)**

**SBI Scheme**

Registration is on a first-come first-served basis. Cheques made in favour of the **FMM Institute** should be forwarded 2 weeks before the **commencement of the programme**. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed.

*All cancellations must be made in writing to FMM Institute. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 8 – 13 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 7 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.*

The FMM Institute reserves the right to change the course leader, reschedule or cancel the programmes and all efforts will be taken to inform participants of the changes. Should the event be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

# REGISTRATION FORM

## Senior Management Development Programme: **TALENT MANAGEMENT AND SUCCESSION PLANNING**

▪ November 21 - 22 , 2012 (Wednesday - Thursday)

▪ Hotel Armada, Petaling Jaya

### The Manager

#### FMM Institute

Tel: 03-62867200 Fax: 03-62776712

Email: training@fmm.org.my

Please tick (✓) accordingly:

PSMB Scheme: ☐ SBL ☐ Non Contributor

Required vegetarian meal: ☐ Yes ☐ No

Dear Sir/Madam,

Please register the following participant(s) for the above programme.

(To be completed in **BLOCK LETTERS**)

1. Name	Designation	E-mail
<hr/>		
Nationality	IC No.	
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2. Name	Designation	E-mail
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Nationality	IC No.	
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3. Name	Designation	E-mail
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Nationality	IC No.	
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(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. \_\_\_\_\_ for RM \_\_\_\_\_

being payment for \_\_\_\_\_ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Date: \_\_\_\_\_

FMM Membership No.: \_\_\_\_\_ My Corporate Identity No.: \_\_\_\_\_