



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

At the end of the programme, participants will be able to:

- ◆ understand the business benefits of talent management and succession planning
- ◆ apply the tools of talent management and succession planning
- ◆ 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:

Ms Amy Thong/ Ms Ong Li Choo



FMM Institute

Tel: 03-62867200

Fax: 03-62776712

Visit us at 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 2,200 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)

SBL Scheme

Registration is on a first-come first-served basis. Cheques made in favour of the **FMM Institute** should be forwarded before **November 14, 2012**. 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

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**

Nationality **IC No.**

2. **Name** **Designation** **E-mail**

Nationality **IC No.**

3. **Name** **Designation** **E-mail**

Nationality **IC No.**

(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.: _____