



Business Succession Planning for Managers and Supervisors





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Duration: 1 Day

Course Overview and Objectives

Change is a hallmark of today's business world. In particular, our workforce is constantly changing – people come and go, and move into new roles within the company.

Succession planning can help you make the most of that change by ensuring that when someone leaves, there is someone new to take their place.

This one-day course will help you develop, maintain, and evaluate your succession plan.

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Module 1: A Need for Succession Planning

Module 2: Defining a Succession Plan

Module 3: Pre-Assignment Review

Module 4: Identifying Resources and Analysing Risks

Module 5: Defining Roles, Responsibilities, and Functions

Module 6: Gathering Information

Module 7: Forecasting Needs

Module 8: Putting the Plan Together

Module 9: Putting the Plan into Action

Module 10: Evaluating and Reviewing the Plan

Module 11: Your Action Plan



One thing we often miss in succession planning is it's gradual and thoughtful, with sharing of information and knowledge and perspective, so that it's almost a non-event when it happens.

Anne M. Mulcahy