Talent Management, Acquisition And Succession Planning

An Interactive Course To Help HR Professionals Create A Framework To Develop A Talent Acquisition Strategy And Implement An In-Depth Succession Plan

Key Learning Objectives

- **Identify** the importance of a talent acquisition strategy and where it fits into the overall HR and business strategies
- **Recognise** the importance and need for workforce planning
- **Appreciate** the importance of organisational culture and its impact on talent acquisition
- **Develop** and implement a talent acquisition strategy
- **Define** succession planning and ensure that your succession plans align with and support the broader organisational strategy, goals and objectives
- **Identify** and retain critical organisational competencies
- **Adopt** succession planning approaches that meet the specific needs of your organisation
Course Overview

A highly productive workforce is critical to an organisation’s success. This course provides Human Resource professionals the concepts and information to be able to develop a talent acquisition strategy that will ultimately attract qualified employees who have the key skills necessary to support the organisation in achieving its goals. An effective talent acquisition strategy supports the organisation’s ability to attract and retain high-performing employees. This includes the creation of effective sourcing and recruitment approaches, determining how employment branding attracts and retains candidates, and understanding the connection between organisational, HR and talent acquisition strategies. Succession planning is a key component for business success, enabling an organisation to recover when critical talent is lost. An effective succession plan includes a focus on development, preparing individuals for future opportunities. Systematic tracking is also critical. This interactive course forms a framework within which HR professionals can create, develop and implement an in-depth succession plan according to their organisation’s current and future needs. This allows the organisation to move from reactive replacement planning to a proactive strategic solution. Delegates will also learn how monitoring, developing and retaining critical talent creates a positive impact on the bottom line.

Who Should Attend

• Mid to senior-level HR professionals with three to 14 years of HR experience
• HR professionals who need a greater understanding of the drivers of business performance
• HR professionals who want to communicate with business leaders around financial metrics
• HR professionals who support business leaders
• HR managers, directors and vice presidents responsible for working with business leaders

Day One

Module 1: Understanding Your Organisation
Objective: Get an overview of the strategic planning process in your organisation and further understand HR and talent acquisition planning
• Strategic planning process
• Organisational and HR strategic plan

Group Activity: Teams to reflect on their organisation’s talent acquisition strategy

Module 2: Workforce Planning
Objective: Understand the basic concepts and tools related to staffing and learn how to build a staffing plan
• The staffing needs analysis
• Needs analysis tools
• Job analysis, job description, and job competencies
• Creating a staffing plan

Group Activity: Teams to formulate answers to the contextual staffing needs analysis questions

Module 3: Employment Branding
Objective: Understand the goals of an employment brand and how to build one
• What is an employment brand? Why have one?
• Building an employment brand

Individual Activity: Delegates note down their understanding of employment brands

Group Discussion:
General discussion on how employer branding and recruiting is different

Group Activity:
Teams to assess the employment branding of well-known organisations

Day Two

Module 4: Recruiting
Objective: Learn the importance of having a recruitment approach; explore conditions that impact effective recruiting, and create a strategic recruitment plan
• What is recruiting?
• Why is an effective recruitment approach important?
• Influences that impact recruiting
• Creating a strategic recruitment plan

Individual Activity:
Delegates create a sample candidate profile

Module 5:
Sourcing And Targeting Objective: Understand the concept of sourcing and targeting and learn how to create an effective sourcing plan
• What is sourcing? What is targeting?
• Types of job seekers
• Recruiting sources
• Creating a sourcing plan

Group Discussion:
General and situation-based analysis of organisations’ sourcing strategies
Day Three

Module 6: Interviewing

Objective:
Evaluate the interview process and learn about good practices of conducting an interview
• Where does interviewing fit into the process?
• Goals of interviewing
• The interview process
• How to conduct an interview

Group Activity:
Teams to work on sample job dimensions and develop interview questions

Module 7: Evaluation And Selection

Objective:
Formulate the selection philosophy and understand data gathering tools, evaluation approaches, and employment offers
• Formulating a selection philosophy
• Data gathering methods and tools
• Evaluation approaches
• Realistic job preview and employment offer

Group Discussion:
The importance of having a selection philosophy and evaluation criteria

Module 8: Onboarding And Retention

Objective:
Appreciate the difference between onboarding and orientation, and understand the strategic onboarding model
• Onboarding vs. orientation
• Key onboarding activities
• The strategic onboarding model
• What do employees want? What can we do?

Group Discussion:
Your most successful onboarding experience

Group Activity:
Teams to structure a sample employee’s first day at work

Day Four

Module 9: Metrics

Objective:
Understand the important factors while developing HR metrics
• Developing metrics
• Examples

Group Discussion:
Metrics that your organisation tracks

Module 10: Understanding The Organisation And The Succession Planning Relationship

Objective: Relate the strategic planning process and the HR strategic plan to succession planning
• What is succession planning?
• Trends in succession planning
• Other considerations

Group Discussion:
The concept of succession planning

Group Activity:
Teams look at sample job position charts and analyse the impact on replacement plans

Module 11: Developing And Implementing A Succession Plan

Objective:
Understand the succession management approach and learn to establish a business case around it
• The succession planning approach
• Establishing a business case
• Develop structure and design systems
• Plan implementation and assess bench strength

Individual Activity:
Understanding implications of succession management

Group Discussion:
Reflect on your own team as to how you identify successors and develop talent

Module 12: Case Study On Organisational Succession Planning
An Integrated Talent Management Model

In 2013, businesses see an urgent need for training, talent mobility programs, leadership development, new talent acquisition strategies, and new technology and updated talent management programs.

- Ensuring information, knowledge, and wisdom are shared across the business as quickly and effectively as possible.
- Developing the ability to change the operating model quickly enough to keep up with technological change.
- New strategies for global workforce planning

The Struggle Over Talent Management

High-performance organizations increasingly seek to create a talent management strategy that is closely aligned with their business objectives—in reality, that’s not the case. Learn:

- Why there is little consensus on the current state of talent management strategy
- How employers are striving, and struggling, to align their talent strategy with their business objectives
- A five-step best practice roadmap to build a formidable talent management strategy
- How to build and deploy a talent management strategy in an organization

Pipelining for the Unknown

Talent management practices must be similarly predictive and flexible, enabling you to identify and develop leaders for an unknown global customer landscape.

In this session, we’ll discuss:

- Why you need to innovate our talent assessment and development approaches
- Why agility matters
- When it’s smart to take big risks on emerging talent
- How we create meaningful, accelerated development experiences

Strategic Staffing in Support of Organization

Organizations in every industry face the challenges of competition for qualified talent and retention of knowledge workers. Hear how taking a longer term view of building a workforce, using analytics and data, can increase your ability to have the right talent available to take advantage of market opportunities.

- Gain an understanding of future uncertainties and risks involved in staffing
- Gain better insight on setting strategic workforce priorities
- Better align talent management plans to long term strategies
Registration Form

PLEASE COMPLETE THIS FORM AND EMAIL BACK TO INFO@OSEASONSEVENTS.CO.ZA TO SUCCESSFULLY COMPLETE YOUR BOOKING

Company Name_________________________________ Country_____________________________________________
Tel Number: ____________________________________ Fax:  ______________________________________________
Signature: ______________________________________ Date: ______________________________________________
(This booking is not valid without a signature)

DELEGATES DETAILS (PLEASE FILL IN USING BLOCK CAPITALS)

1st Delegate Details:

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
<th>First Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Email (required)</th>
<th>Telephone</th>
</tr>
</thead>
</table>

2nd Delegate Details:

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
<th>First Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Email (required)</th>
<th>Telephone</th>
</tr>
</thead>
</table>

3rd Delegate Details:

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
<th>First Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Email (required)</th>
<th>Telephone</th>
</tr>
</thead>
</table>

AUTHORIZATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
<th>First Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Email (required)</th>
<th>Telephone</th>
</tr>
</thead>
</table>

Signature: ____________________________ Date: ____________________________
(This booking is not valid without a signature)

TERMS AND CONDITIONS

1. Payment Terms: On the return of the registration form, full payment is required within 10 working days. Payment must be received prior to the conference date. O-Seasons Events reserves the right to refuse entry into the conference should full payment not have been received prior to this date. Cancellation will be charged under the term set out below. 2. Cancellations, No Shows & Substitutions: Cancellations received in writing more than 21 days prior to the event being held carry a 50% cancellation fee. Should cancellations be received between 21 days and the date of the event, the full conference fee is payable and non-refundable. Non-payment or non-attendance does not constitute cancellation. No shows will be charged the full registration fee. Cash alternatives will not be offered, however, substitutes at no extra charge are welcome. 3. Alterations to advertised package: O-Seasons Events reserves the right to alter this programme without notice or penalty and in such situations no refunds or part-refunds or alternative offers will be made. Should O-Seasons Events permanently cancel an event, for any reason whatsoever, the Client shall be provided a credit of the equivalent amount paid towards the cancelled event. In the case of a postponed or cancelled event, O-Seasons Events will not be responsible for covering airfare, accommodation, or other travel cost incurred by Clients. 4. Copyright: All intellectual property rights in the materials distributed by O-Seasons Events in connection with this event are expressly reserved and any unauthorized duplication, publication or distribution is prohibited.

Bank Details

Name of account: O-Seasons Events (PTY) LTD
Registration Number: 2012/060287/07
Bank: The Standard Bank of SA Ltd
Branch code: 001255
Branch Name: Rivonia
Account Number: 370463854
Type of acc: Business Cheque
Swift code: SBZAZAJJ

Conference Fees

Please select your venue by ticking the boxes below

- Conference and Workshop (5 days) $ 2,500
- Airport Transfer (both ways) $ 110
- Accommodation Per Night $ 110
- Optional Tour $ 150

South Africa Tel: +27 11 549 5668 | USA Tel: +1 215-240-0803
Mobile: +27 78 512 0481 | Email: info@oseasonsevents.co.za

Please remember to email this form to us at info@o-seasonsevents.co.za