



HUMAN RESOURCES AND TRAINING

Certificate in Career Development and Succession Planning

Course code: HRT-047

SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Career development and succession planning are essential for building future leaders, retaining top talent, and ensuring business continuity. Organizations that invest in employee growth create stronger engagement, higher performance, and readiness for key roles. This course provides participants with practical tools to design career pathways, identify high-potential employees, and develop effective succession plans.

Why Attend

This course uses an interactive and practical approach through presentations, case studies, group discussions, talent assessment exercises, planning workshops, and real workplace examples.

Who Should Attend

HR Professionals
Talent Management Specialists
HR Managers
Organizational Development Staff
Learning and Development Professionals
Department Managers
Anyone involved in talent growth and succession

— Learning Objectives

- Understand career development principles
- Design structured career pathways
- Identify high-potential employees
- Build effective succession planning systems
- Align talent development with business needs
- Improve employee retention through growth opportunities
- Assess readiness for critical positions
- Create practical development and succession plans

— Course Outline

DAY 1

Putting People First in Talent Strategy

- Putting people before numbers
- People's wants from their organizations
- Organizations' wants from their people
- The war for talent
- Today's top priorities in HR
- Disengagement and the downward performance spiral
- Building a people-based strategy

DAY 2

Foundations of Career Management and Succession Planning

- Careers today: the importance of development
- Definition of career development
- The career development process and links to HR
- Essential elements in an integrated career development system
- Definition of succession planning
- Main aims of succession planning and management
- Distinguishing succession planning from replacement planning

DAY 3

Building Organizational Readiness for Development

- Promoting a development culture
- Career development as a change agent
- Roles and responsibilities in a development culture
- Role of human resources
- Role of line managers
- Role of top management
- Role of employees in development success

DAY 4

Identifying High Potentials and Career Tools

- Identifying key positions
- High potentials and high professionals
- Assessing individual potential
- Best practices to improve management of high potentials
- Spotting, developing, and retaining high potentials

- Competencies as the foundation for career development
- Building competency frameworks
- Coaching, mentoring, and career counseling services

DAY
5

Developing Internal Successors

- Making the business case for succession planning
- Starting a systematic succession planning program

- Refining the succession planning process
- Assessing present work requirements and job performance
- Assessing future work requirements and individual potential
- Closing development gaps through IDPs
- Designing the Individual Development Plan (IDP)

— Upcoming Classroom Dates

DATE	LOCATION	FEE
12 - 16 October 2026	Paris - France	€2,250
9 - 13 November 2026	Barcelona - Spain	€2,125
14 - 18 December 2026	Munich - Germany	€2,125
18 - 22 January 2027	Amsterdam - Netherlands	€2,125
15 - 19 February 2027	London - United Kingdom	€2,100
15 - 19 March 2027	Munich - Germany	€2,125
19 - 23 April 2027	Barcelona - Spain	€1,925
17 - 21 May 2027	Paris - France	€2,250

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.