



Business Succession Planning

ensuring business continuity with minimal operational disruptions

HRDF

www.zohlgroup.com

COURSE CODE: NT-HR-01

LEVEL: Basic to Intermediate

LANGUAGE: English

OVERVIEW

Business succession planning is all about being prepared. The loss of valuable leadership can cripple even the strongest of companies. Succession planning is an essential component to the survival and growth of any business. Whether it is grooming employees to become leaders, or preparing for an employee's retirement your participants will identify common obstacles and how to overcome them.

Our Business Succession Planning workshop will show you the differences between succession planning and mere replacement planning. How you prepare people to take on leadership responsibilities is just as important as hiring the right person for the job. Every company should have a form of succession planning in its portfolio.

OBJECTIVES

A key, often overlooked, component of business continuity planning is the ability for an organization to recover when valuable leadership is lost.

This Succession Planning course lays the framework for a carefully crafted succession plan and can elevate an organization from mere leadership replacement, to a successful & thriving transition.

COURSE BENEFITS

- Define business succession planning & its role in the organisation
- Lay the groundwork for developing a succession plan
- Recognise the importance of mentorships
- Learn to use a SWOT analysis to set goals
- Create a plan, assign roles & execute the plan
- Develop a plan to manage change
- Learn to anticipate obstacles, re-evaluate goals & focus on progress
- Learn how to know when success has been achieved

COURSE DURATION

2 days (9am—5pm).

Tea Breaks: 10:30am & 3:30pm.

Lunch: 1:00pm-2:00pm

Note: Please contact our office for Training Date or visit our website for details

METHODOLOGY

This program will be conducted with:

- Interactive Lectures | PowerPoint Presentation
- Group Discussions | Practical Exercises
- Role Play | Case Studies

TARGET AUDIENCE

Business leaders, business owners, managers.

LOCATION

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or any selected hotel to be determined later.

COURSE CONTENT

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Succession Planning Vs. Replacement Planning

- What is Business Succession Planning?
- What is Replacement Planning?
- Differences Between
- Deciding What You Need

Module Three: Preparing for the Planning Process

- How to Set Parameters for the Planning Process
- Should You Establish a Committee?
- How to Gather Operational Data

Module Four: Initiating Process

- Develop a Mission Statement
- Develop a Vision Statement
- Choosing to Be a Mentor

Module Five: The SWOT Analysis

- Identifying Strengths
- Identifying Weaknesses
- Identifying Opportunities
- Identifying Threats

Module Six: Developing the Succession Plan

- Prioritize What the Succession Plan Will Address
- Set Goals and Objectives
- Develop a Strategy for Achieving Goals
- Draft the Plan

Module Seven: Executing the Plan

- Assign Responsibility and Authority
- Establish a Monitoring System
- Identifying Paths
- Choosing Your Final Approach

Module Eight: Gaining Support

- Gathering Data
- Addressing Concerns and Issues
- Evaluating and Adapting

Module Nine: Managing the Change

- Developing a Change Management Plan
- Developing a Communication Plan
- Implementing the Plans
- Providing Constructive Criticism
- Encouraging Growth and Development

Module Ten: Overcoming Roadblocks

- Common Obstacles
- Re-Evaluating Goals
- Focusing on Progress

Module Eleven: Reaching the End

- How to Know When You've Achieved Success
- Transitioning
- Wrapping it All Up

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Customized In-House Training Program is available in the following areas:

Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Entrepreneurship | Soft Skills | Engineering | Telecoms | IT

CALL US FOR DETAILS or VISIT OUR WEBSITE AT WWW.ZOHLGROUP.COM

Sebarang pertanyaan sila hubungi Cik Niesa

ZOHL Consultancy Sdn Bhd (332967-D)(GST ID:000327831552)

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T: 03.6279.9276 F: 03.6279.0663 HP: 013.206.1038 E: training@zohlgroup.com





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COURSE FEE

RM1,200 per person

(Fee inclusive of Course Material, Attendance Certificate, and Meals)

CERTIFICATE

Participants will be issued a Certificate of Attendance/Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

HRDF CLAIMABLE

Yes. SBL Khas. If your company contributes to HRDF Fund

REGISTRATION METHOD

1. **Online:** http://zohlgroup.com/hrdf_registration/ OR
2. Download this brochure at: <http://zohlgroup.com/hrdf-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279 9276 / 013.398.1038

FACILITATOR

Edward Allen (Ted) – since graduating from Liverpool University in Histology has pursued a career in Retail Management. For over 15 years he was self-employed developing his own chain of 80 television rental shops before selling his enterprise to a subsidiary of Philips Electronics in 1987. Since then he has developed a consultancy enterprise covering the UK, Europe, USA, Japan and Hong Kong and more recently Malaysia. From 1989 to 2002 he was employed by the British Post Office in various senior management roles, including Network Transformation, Transformation of the Post Office from a Civil Service Operation into a Customer Focused Service Provider. Before his early retirement in 2002 he was Group Director responsible for Outlet and Service design – ensuring product and service development matched the changing aspirations and needs of the Post Office customer base. Many of the stakeholders serviced by the British Post Office where government departments and related service providers who required a greater level of automated customer fulfillment and service.



Since marrying his Malaysian wife in 2006, Edward settled in Malaysia in 2011 on a spouse (social) visa. Whilst maintaining his consultancy links throughout Asia, USA, UK and Europe, Edward has been working for MSU lecturing to the MBA Entrepreneur Graduates and completes work regularly on behalf of MARA. Edward offers a unique expertise gained by combining work within the Consultancy, Entrepreneurship and Organizational Transformation fields that make him a valuable addition to the consultancy team at ZOHL Consulting Group.

*Note: Trainer availability is subject to change



REGISTRATION FORM

Participant#1: _____

Position: _____

IC No: _____

Participant#2: _____

Position: _____

IC No: _____

Training Date: _____

Organization: _____

Address: _____

Contact Person: _____

Position: _____

Tel: _____

Fax: _____

Email: _____

PAYMENT

CASH: RM _____ OR

CHEQUE No: _____

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to training@zohlgroup.com

*Please make your cheque payable to:

ZOHL Consultancy Sdn Bhd



Account No:
514392303373

Signature & Company Stamp

Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

Customized In-House Training Program is available in the following areas:

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