

Succession Planning and Knowledge Transfer

2 Days

The success of any sustainable business model is built partly on the quality of the people doing the work. It also depends on how you transfer the knowledge they have to others. So, if someone wins the lottery, or goes on an extended vacation, others can easily transition into the role seamlessly with no business hiccups. We often call this succession planning. During this workshop, you will become clear on what needs to fall into place so you can have ease of mind and the organization has business continuity. Once you successfully finish this workshop, and do all the work, talk to your boss about that long awaited vacation!

LEARNING OBJECTIVES

The discipline of business analysis is maturing and evolving. In this foundation course of the Business Analysis Essentials program, participants learn current best practices of business analysis, starting with identifying and understanding a problem or opportunity, through situation analysis, scope modeling, requirements elicitation and analysis, supporting the solution delivery team and validating that the solution actually meets the business need and delivers value to the organization. A thorough mix of case study work, group discussions and exercises contribute to a comprehensive learning experience.

In this course, you will learn:

- What is required to have a solid succession plan
- How to finalize the highest priority succession plan
- How to put in place and use the tools, techniques, and supplementary items for a full succession plan
- How to incorporate diversity, equity, and inclusion into your succession plan

WHO SHOULD ATTEND

- Leaders or employees working within organizations considering, or presently implementing succession planning

COURSE OUTLINE

Module 1: Introduction

- Module Introduction
- Course Objectives
- Housekeeping
- Your facilitator
- Getting acquainted
- Questions to get us started

Module 2: Mindset

- Module Introduction
- Module Objectives
- Why is an open mindset important for success in succession planning?
- Judger/Fixed vs. Learning Open Mindset
- Judger – Receiving feedback
- Learner – Receiving feedback
- Comparison
- Module conclusion

Module 3: What is succession planning?

- Module Introduction
- Module Objectives
- Definition – past and present
- Module conclusion

Module 4: What do you know?

- Module Introduction
- Module Objectives
- How to capture your knowledge and prioritize
- Impact vs. Effort grid
- Knowledge transfer plan
- Module conclusion

Module 5: Who do you share it with?

- Module Introduction
- Module Objectives
- JEDI training
- Judgement-free
- Equity
- Diversity
- Inclusion
- 9 box grid
- Module conclusion

Module 6: How do you share what you know?

- Module Introduction
- Module Objectives
- Mind map
- Process map
- Exercise
- 70-20-10 approach to learning
- Tacit vs. explicit knowledge
- Exercise
- Module conclusion

Module 7: How do you make the plan?

- Module Introduction
- Module Objectives
- Exercise
- Activities to kickstart the plan
- Module conclusion

Module 8: Next Steps

- Accountability
- Course conclusion

Algonquin College Professional Training specializes in industry-focused training solutions that equip employees with the knowledge, skills and expertise needed to succeed in their day-to-day work, to advance in their careers and to build organizational capacity.

HOW TO REGISTER

- CALL** 1.833.282.6852
- EMAIL** training@algonquincollege.com
- ONLINE** acprofessionaltraining.com