PROFESSIONAL DEVELOPMENT TRAINING

# Business Succession Planning

09 884 0762

REQUEST QUOTE

1.0 DAY COURSE

**A management succession plan affects an entire organisation. Planning a succession involves preparation, weighing options, initiating and managing change, overcoming obstacles and performing a thorough analysis.**

**The PD Training Business Succession Planning Training Course develops an understanding of the methods and techniques of business succession planning and skill building to implement the changes smoothly and successfully.**

**This significant and lively training course is available now throughout New Zealand, including Auckland, Christchurch and Wellington.**

### What You'll Gain:

The loss of valuable leadership can cripple a company. Business succession planning is essentially preparing successors to take on vital leadership roles when the need arises.

Whether it is preparing someone to take over as the sole proprietor of a small business or a position of leadership in a corporation, business succession planning is essential to the long-term survival of a company. This course will teach you the difference between succession planning and mere replacement planning and how to prepare people to take on the responsibilities of leadership so that the company thrives in the transition.

## Outcomes

In this course participants will:

- Learn the importance of succession planning
- Understand the process of succession planning
- Recognise the importance of mentoring as a component of your plan
- Learn to set goals using a SWOT analysis
- Draft a plan, assign responsibilities and establish monitoring systems
- Understand the importance of change management
- Learn to anticipate obstacles
- Know how to re-evaluate goals and focus on progress

- Recognise when success has been achieved

# Modules

### Lesson 1: Succession Planning Vs. Replacement Planning

- What is Business Succession Planning?
- What is Replacement Planning?
- Differences between Succession and Replacement
- Deciding what you need

### Lesson 2: Preparing for the Planning Process

- Should you establish a committee?
- How to gather operational data

### Lesson 3: Initiating Process

- Develop a Mission Statement
- Develop a Vision Statement
- Choosing to be a mentor

### Lesson 4: The SWOT Analysis

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

### Lesson 5: Developing the Succession Plan

- Prioritise what the succession plan will address
- Set goals and objectives
- Develop a strategy for achieving goals
- Draft the plan

### Lesson 6: Executing the Plan

- Assign responsibility and authority
- Establish a monitoring system
- Identifying paths
- Choosing your final approach

### Lesson 7: Gaining Support

- Gathering data
- Addressing concerns and issues
- Evaluating and adapting

### Lesson 8: Managing the Change

- Developing a change management plan
- Developing a communication plan
- Implementing the plans
- Providing constructive criticism
- Encouraging growth and development

### Lesson 9: Overcoming Roadblocks

- Common obstacles
- Re-Evaluating goals

### Lesson 10: Reaching the End

- How to know when you've achieved success

- Focusing on progress
- Transitioning
- Wrapping it all up

**Talk to our expert team**

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