

# Business Succession Planning

Change is a hallmark of today's business world. In particular, our workforce is constantly changing – people come and go, and move into new roles within the company. Succession planning can help you make the most of that change by ensuring that when someone leaves, there is someone new to take their place. This one-day course will help you develop, maintain, and evaluate your succession plan.

## How You Will Benefit:

- Understand the value of succession planning for successful businesses.
- Develop expertise with the key elements of a succession plan.
- Create and discuss aspects of a succession plan.
- Discuss the elements of a succession plan in terms of roles, responsibility, function, scope, and evaluation.

## What You Will Cover:

- ▶ A need for succession planning
- ▶ Defining a succession plan
- ▶ Identifying resources and analyzing risks
- ▶ Defining roles, responsibilities, and functions
- ▶ Gathering information
- ▶ Forecasting needs
- ▶ Putting the plan together
- ▶ Putting the plan into action
- ▶ Evaluating and reviewing the plan
- ▶ Your action plan

Name of City and Date of Event

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## What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. Prices available upon request, plus applicable taxes. \*Prices and dates are subject to change.

## Pre-Registration Form:

### Business Succession Planning

Yes  Enroll me now

Participant Name (*Please Print*) \_\_\_\_\_

Position \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Organization \_\_\_\_\_

Organization Address \_\_\_\_\_

ZIP \_\_\_\_\_ Telephone # \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

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