



TALENT DEVELOPMENT AND SUCCESSION PLANNING TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: Talent Development and Succession Planning Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with practical strategies to identify, develop and retain high-potential employees while building a structured succession planning framework. It focuses on competency assessment, development pathways, leadership readiness and creating a sustainable talent pipeline to support long-term organisational growth. Through discussions, case studies and practical tools, participants will learn how to plan, implement and monitor effective talent and succession initiatives.

OBJECTIVE(S):

- Understand the concept and importance of talent development.
- Identify high-potential employees using competency and performance tools.
- Develop structured talent development pathways and growth plans.
- Build a systematic succession planning process.
- Strengthen leadership development and readiness assessment.
- Enhance employee retention through talent engagement strategies.
- Apply tools to monitor talent progress and succession risks.
- Support long-term organisational capability and stability.

TARGET GROUP(S):

- HR managers and executives
- Department managers and team leaders
- Talent development practitioners
- Line managers responsible for staff development
- Anyone involved in succession and workforce planning

ENTRY REQUIREMENT(S):

- Able to read, write and communicate verbally in Malay/English

TOPIC(S):

1. Introduction to Talent Development and Succession Planning
2. Identifying High-Potential Employees (HiPos)
3. Competency Mapping and Leadership Capability Assessment
4. Talent Development Strategies and Growth Plans
5. Building a Succession Planning Framework
6. Leadership Pipeline Development and Readiness Evaluation
7. Employee Engagement and Retention Strategies
8. Monitoring, Reviewing and Improving Talent Programs

LIST OF REFERENCE BOOK(S):

- Talent management and workforce development guides
- Leadership pipeline and competency assessment references
- HR planning and organisational development materials

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories
- Flip chart with accessories
- Talent assessment and planning templates

METHODOLOGY(S):

- Lecture
- Case studies
- Group discussions
- Talent assessment exercises
- Succession planning workshop

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: Talent Development Concepts and Importance
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 2: Identifying High-Potential Employees
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 3: Competency Mapping and Capability Assessment
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 4: Talent Development Strategies and Pathways

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: Building Succession Planning Frameworks
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 6: Leadership Pipeline Development
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 7: Employee Engagement and Retention Strategies
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 8: Monitoring Talent Programs & Improvement Workshop