

aractech

Global Learning for Operational Leaders



HUMAN RESOURCES AND TRAINING | HRT-047

Certificate in Career Development and Succession Planning

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Course content

Why Attend

Career development and succession planning are essential for building future leaders, retaining top talent, and ensuring business continuity. Organizations that invest in employee growth create stronger engagement, higher performance, and readiness for key roles. This course provides participants with practical tools to design career pathways, identify high-potential employees, and develop effective succession plans.

Course Methodology

- This course uses an interactive and practical approach through presentations, case studies, group discussions, talent assessment exercises, planning workshops, and real workplace examples.

Course Objectives

- Understand career development principles
- Design structured career pathways
- Identify high-potential employees
- Build effective succession planning systems
- Align talent development with business needs
- Improve employee retention through growth opportunities

Target Audience

- HR Professionals
- Talent Management Specialists
- HR Managers
- Organizational Development Staff

Course outline

Detailed course outline

Day-by-day outline for Certificate in Career Development and Succession Planning.

Day 1 - Putting People First in Talent Strategy

- Putting people before numbers
- People's wants from their organizations
- Organizations' wants from their people
- The war for talent
- Today's top priorities in HR
- Disengagement and the downward performance spiral

Day 2 - Foundations of Career Management and Succession Planning

- Careers today: the importance of development
- Definition of career development
- The career development process and links to HR
- Essential elements in an integrated career development system
- Definition of succession planning
- Main aims of succession planning and management

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Day 3 - Building Organizational Readiness for Development

- Promoting a development culture
- Career development as a change agent
- Roles and responsibilities in a development culture
- Role of human resources
- Role of line managers
- Role of top management

Day 4 - Identifying High Potentials and Career Tools

- Identifying key positions
- High potentials and high professionals
- Assessing individual potential
- Best practices to improve management of high potentials
- Spotting, developing, and retaining high potentials
- Competencies as the foundation for career development

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Day 5 - Developing Internal Successors

- Making the business case for succession planning
- Starting a systematic succession planning program
- Refining the succession planning process
- Assessing present work requirements and job performance
- Assessing future work requirements and individual potential
- Closing development gaps through IDPs

Seminar dates

Available seminar dates

Live dates and pricing for Certificate in Career Development and Succession Planning generated from the course details page.

Date	Location	Format	Fee
15 - 19 June 2026	Amsterdam	Classroom	€2,975
20 - 24 July 2026	London	Classroom	€2,940
3 - 7 August 2026	Munich	Classroom	€2,415
7 - 11 September 2026	Barcelona	Classroom	€2,695
12 - 16 October 2026	Paris	Classroom	€3,150
9 - 13 November 2026	Barcelona	Classroom	€2,975
14 - 18 December 2026	Munich	Classroom	€2,975

Live online option

Online delivery is available at €1,250.