

HR 005: Strategic Talent Management – Strengthen Your Company By Succession Planning , Recruiting, Engaging and Retaining High Performers

[2-Day Program]



Overview

People are the important assets of the company and finding talented people is the difficult part. Identifying talent and persuading the best people that their future is with the organisation are important to the company. The most difficult challenge of all can be to keep the talents a company already has from accepting another job offer. Talent will draw more talent. There is always a talent shortage. The company with the right mix of talent and strategy will succeed, and talent management is necessary to achieve that balance. Organisations are finding that talent management – the ability to attract, recruit, motivate, develop and retain staff, is the path to success and the way to achieve customer satisfaction as well as profits.

Learning Outcomes

Upon completion of programme, participants will be able to:

- Create a talent management strategy
- Recruit the best people through traditional and non-traditional channels
- Onboard employees for maximum impact
- Use compensation and performance management systems effectively
- Terminate employees with minimum disruption
- Identify and understand the building blocks of talent management
- Learn how to setup a talent management system
- Understand the linkages that exist between organization excellence and effective people management
- Learn how to identify, keep, develop and promote their best people
- Understand how to integrate compensation with talent management so that they can retain their top people

Who Must Attend.

This program is designed for executives involved in the 'War for Talents' and this includes

- Senior and middle line managers
- HR executives
- Training managers
- Those involved in designing and setting up talent management systems that will allow the organization to create organizational excellence and continuously improve its bottom line

Course Detail

Day 1:

Module 1: Building A Case For Talent Management & Succession Planning As An Essential Aspect Of Your Competitive Advantage And HR As A Strategic Partner

- Define Talent Management & Succession Planning
- Talent Management & Succession Planning As Business Strategy
- Current Trends And Payoffs of Talent Management & Succession Planning
- Potential Issues For Talent Management & Succession Planning

Module 2: Making Talent Management & Succession Planning Strategic Business Priority

- The Strategic Importance Of Future Human Resource Management / Talent Management & Succession Planning
- Role of Executives, Human Resources, Managers And Employees
- Integrate Selection, Performance Management & Succession Planning
- Areas Of Business Require Aspects of Talent Management & Success Planning
- Identify Key Planning Considerations

Module 3: Building Talent Management And Succession Planning Programs

- Competency Based Systems
- How To Define And Understand Competency
- How To Make Intelligent Choices From the Data Gathering / Analysis Methods
- The Roles Of Human Resources In Establishing The Success Factors
- How Do You Select The Roles/Jobs Needed To Be In The Succession Plan
- Define The Success Factors from Your Company Perspectives

Module 4: The Building Blocks Of Talent Management

- Competencies
- Performance Management
- Evaluate Employee Potential
- Recruit 'Superkeepers'

Module 5: Coaching, Training And Development

- Integrate Coaching, Training and Development with Talent Management
- Coach The 'Superkeepers'

Day 2:

Module 6: Talent Planning

- Achieve Organization Excellence through Talent Planning & Development
- Develop ‘Superkeepers’
- Allocate Training And Development Resources
- Optimize Investment In People

Module 7: Using Compensation To Implement A Talent Management Plan

- Integrate Compensation With Talent Management
- Compensate ‘Superkeepers’
- Link Competencies To Performance And Pay
- Use Long-Term Incentives to Retain Top Talent

Module 8: Seeding Your Talent Pool : Identification Of High Potential People

- Who Is Responsible For The Identification of Talent In Your Company
- Assess Your Internal Staff Based on Behavioural Competency
- What Are The Right “Tests” For You
- Use Human Resource System (HRIS) To Identify Key Talent

Module 9: Developing Your Top Talents

- How To Build Meaningful Behaviour Competencies Specific To Your Values And Culture
- How To Develop The Competencies
- Beyond Training Programs
- Communicate And Review Progress
- Keep The Employment Development On Track

Module 10: Bridging It All Together: Creating Your Own Roadmap

- Apply Learning Into Your Unique Company Situation
- Identify And Address Key Consideration To Your Unique Talent Management & Succession Planning Process

Methodology

- Presentation
- Case studies with group feedback
- Interactive group discussion
- Workshops

Course Leader

MS WENDY TEE

Wendy Tee Leap Sing has over twelve years of experience in senior management and human resources positions for diversified industrial and business environments. Graduated with a Master of Business Administration (UM), Master of Information Technology (UM), Certified Financial Planner (CFP), Certified Business coach (UM), Registered Financial Planner (RFP), Certified Trainer (PSMB) and Certified Advance Human Resource Practitioner (MIHRM), she has undergone intensive academic training in various human development and knowledge improvement.

As a trainer, speaker and consultant, Wendy had spent hundreds of hours in training, speaking and conducting training related to personal development and performance management. Her training sessions are enhanced with trainees getting exposure to personal development, improved service productivity and performance. She commits herself towards creating results in personal excellence and inspiring people to their best at whatever they do. Her vast experience and exposure in different industries has given her an in depth understanding in training and development needs which she delivers with passion, performance, positive, integrity and energetic .

Wendy is actively involved in HR consultancy, management training and research. Her latest responsibility involves the business coaching, business training, management consultancy, management and lecturing of Master of Business Administration (CEMBA) programs for Wawasan Open University. She has experience managing training programs in local universities, in house training and public seminar training. Her expertise include designing training needs assessment, developing training materials, monitoring and tracking of training programs successfulness and implementing training evaluation. Having been trained as a qualified trainer, she has extensive skill and knowledge operations effectiveness, fitness analysis, gap analysis and needs assessments. For the past ten years she has been involved in lecturing and training in Financial Accounting and Reporting Skills, Personal Financial Planning, Corporate Financial Management, Practical Budgeting & Cost Reduction Technique, Mastering Company Accounts for Financial Statement Analysis, Balance Scorecard linked with Performance Management, Training Need and Analysis, Payroll Administration Techniques and Setting Departmental Key Performance Indicators (KPIs).

Wendy is also a Human Resource consultant and certified trainer now appointed from Pembangunan Sumber Manuasia Berhad (PSMB), National Human Resources Centre (NHRC) and Malaysian Institute of Human Resource Management (MIHRM), providing comprehensive and independent Human Resource advisory to clients. In addition to consulting with and servicing clients, she is responsible for HR training, coaching & advisory for the company. In the area of Human Resource Management, Wendy focuses on Strategic Talent Management, Training and Development Management, Performance Management, Payroll Management and Setting Departmental & Inter Departmental Key performance Indicators (KPIs). Participants in her programs have come from various organization such as Chua Song Seng Group,

CS Yap Metalparts Industrial, The Faceshop, Family store (Melaka), Far East Corrugated Carton Industrial, Piau Kee Live and Frozen Seafoods, Linexcom IT, LMM Marketing, Lott Inspection, Vedel IT Service, Aztel Corporation, Kuroda Electric, Persduri Sdn Bhd, Evershine Stainless Steel, Quality Results, ARL Equestrian, ARL Global, See Song & Sons, Godell Parking (KL).

Wendy is now a Human Resource consultant with Academic Management & Training Services, providing comprehensive and independent Human Resource advisory to clients. She is also pursuing her Doctor of Business Administration (DBA) from Universiti Utara Malaysia (UUM).

Course Fee

Request For Quotation For In-House Programme

Certificate

Upon successful completion of this program, you will receive a Certificate of Attendance.

Certificates are distributed on the final day of the program.

Payment mode:

Please make payment to:

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1. BANK IN CHEQUE

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3. BANK IN CASH: You can also pay by cash through bank-in our company bank account.

4. Interbank Transfer- You can also opt to use GIRO transfer.