

DAY 1

Defining and Attracting Talent

- Talent management – *Overview and background*
- Talent / high potential - *Defining the criteria*
- Talent options - *Recruit external or grow internal*
- Aligning talent management with organisational development (OD) and business strategy
- Utilising workforce planning and other sources of data
- Attraction strategies – *Use of media and other channels*

DAY 2

Creating Your High Potential Talent Pool

- Talent management models, grading and structures
- Assessment methods and systems - *Use of Psychometric / Behavioral / Competency Frameworks*
- Conducting an effective talent gap analysis
- ABC model of potential – *Getting the criteria right*
- Using the 9 Box Grid, and other methods to create your talent and high potential matrix

DAY 3

Developing Your Talent and High Potentials

- Defining high caliber development options
- Conducting an effective performance discussion
- Creating individual development plans
- Powerful feedback techniques: Motivating individuals to achieve higher potential
- Coaching for success

DAY 4

Retaining and Sustaining Your Talent and High Potentials

- Career paths – Guidance for growth
- Using mentoring programmes to develop and retain your talent
- Reward strategies - Intrinsic and extrinsic incentives to motivate your talent
- Managing expectations and delivering workable outcomes

- Growth rotation development (*assignments, experience strategies*)
- Creating a sustainable talent pipeline

DAY 5

Strategic Succession Planning and Organisational Capability Review

- Defining your bench strength
- Succession planning and the OCR process
- Conducting effective calibration meetings
- Formulating a strategic talent plan for the organization in-line with the business strategy
- Communicating the strategy to the board and the company
- Conclusion and review