

BUSINESS SUCCESSION PLANNING

Date & Venue:

19 September 2016 Royal Palm Lahore
22 September 2016 Movenpick Hotel Karachi

Workshop Investment:
15,500/- Inclusive of GST

Timings:
9:00 am to 5:30 pm

Course Facilitator:

Natasha Shoaib Awan

CPT, CBLE, CHRE (IAPPD-UK) (ICBC)
CEO ICBC, Snr BA, Seasoned Writer



Mrs. Natasha Shoaib is a young and passionate International Certified Professional Trainer (UK) (IAPPD) (ICBC), bringing along rich & diverse experience blended with academia, research and industry. Her extensive international exposure adds a new perspective to coaching and training in Pakistan. Natasha originally born and brought up in DOHA (QATAR) she belongs to a reputed military family in Pakistan.

Course Overview:

A management succession plan affects an entire organization. Planning a succession involves preparation, weighing options, initiating and managing change, overcoming obstacles and performing a thorough analysis of your staff and their skills and experience.

The Business Succession Planning Training Course gives you an understanding of the methods and techniques of business succession planning and skill building to implement the changes smoothly and successfully with skills like conducting a SWOT analysis, drafting a succession plan and mapping employee experience and skill sets.

Course Outcome:

- In this course participants will learn the importance of succession planning
- Understand the process of succession planning
- Recognize the importance of mentoring as a component of your plan
- Learn to set goals using a SWOT analysis
- Draft a plan, assign responsibilities and establish monitoring systems
- Understand the importance of change management
- Learn to anticipate obstacles
- Know how to re-evaluate goals and focus on progress
- Recognize when success has been achieved

Who should attend?

- HR Managers
- Senior HR Officers
- Leadership of the company

Business Succession Planning Training Course

Lesson 1

- Succession Planning Vs. Replacement Planning
- What is Business Succession Planning?
- What is Replacement Planning?
- Differences between Succession and Replacement
- Deciding what you need

Lesson 2

- Preparing for the Planning Process
- Should you establish a committee?
- How to gather operational data

Lesson 3

- Initiating Process
- Develop a Mission Statement
- Develop a Vision Statement
- Choosing to be a mentor

Lesson 4

- The SWOT Analysis
- Identifying Strengths

- Identifying Weaknesses
- Identifying Opportunities
- Identifying Threats

Lesson 5

- Developing the Succession Plan
- Prioritise what the succession plan will address
- Set goals and objectives
- Develop a strategy for achieving goals
- Draft the plan

Lesson 6

- Executing the Plan
- Assign responsibility and authority
- Establish a monitoring system
- Identifying paths
- Choosing your final approach

Lesson 7

- Gaining Support
- Gathering data
- Addressing concerns and issues

- Evaluating and adapting

Lesson 8

- Managing the Change
- Developing a change management plan
- Developing a communication plan
- Implementing the plans
- Providing constructive criticism
- Encouraging growth and development

Lesson 9

- Overcoming Roadblocks
- Common obstacles
- Re-Evaluating goals
- Focusing on progress

Reaching the End

- How to know when you've achieved success
- Transitioning
- Wrapping it all up



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Mrs. Natasha Shoib leads two main divisions and offers courses in HR as she is

specialized and certified HR expert and 2nd is Interpersonal Skills which include Body language expertise following are courses offers by Natasha: Bearing a rich educational and professional development background in shape of her engineering in Computer Sciences and further MS in HR & FINANCE. She is MBA from UCP Lahore .She did numerous certifications in interpersonal skills, HR managers capacity building, Branding, Communication, Body Language, Talent Leadership. Time and Stress Management both nationally and internationally. She is a vibrant and energetic SENIOR BUSINESS ANALYST at National Engineering Services Pakistan (NESPAK) on permanent position.

Bearing vast experience in corporate world she brings along expertise in two main divisions HR and INTERPERSONAL SKILLS.

Her Professional Work and Training Career made her work with culturally diverse audience. She has conducted In house and

Corporate training in various institutes of Pakistan on topics ranging from Business Administration and Management, Business Growth Monitors, Value Analysis Via Selling and Marketing, Corporate Governance, HR Development, The Balanced Score Card, Leadership Skills ,HR and Labor Laws in Pakistan , Creative Communication Skills ,BODY LANGUAGE , Time Management and Stress Management, Value business Selling, Advance managerial skills ,Brand innovation, Strategic Business Growth to Earth Sciences for competitive studies CSS to Corporate Ethics. Natasha has worked on various projects which includes World Bank funded International and National projects. As an author, her first publication was Research and Development Paper "Virtual Instruments In lab View" published in IEEE in 2002 to Two books Earth Sciences and Corporate Four Star Generals in manuscript form today.

What Natasha Offers?

Mrs. Natasha Shoib leads two main divisions and offers courses in HR as she is specialized and certified HR expert and 2nd is Interpersonal Skills which include Body language expertise following are courses offers by Natasha:

- 5 Levels of Leadership

- Effective Delegation at Workplace
- Effective Employee Engagement & Retention Plan
- Conflict Resolution in HR Functioning
- Professional Woman at Workplace
- Create High Performance Teams
- Corporate Body Language
- HR Stress Control with Effective Time Management
- Effective Business communication
- Train the Trainer

- Developing Training Need Analysis
- Advanced Presentation Skills
- Developing Managerial Skills
- Building Self Confidence
- Supervisory Development program
- Motivation Skills
- Why do Performance Appraisal Fails?
- Management Development program
- Anger Management
- Corporate Dressing & office manners

For registration(s) send us your Participants Name, Designation email, address & cell numbers Also please provide us organization's NTN #

register@quickbizgroup.com



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Quickbiz Cancellation Policy:

Substitutions are welcome. cancellation must be confirmed by email. For Cancellation made in the 05 working days to the workshop, no refunds will be given.