



Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

Effective Talent Management

Succession Management, Career Planning and Performance Appraisal

26 - 30 Jul 2021, St. Petersburg
13 - 17 Dec 2021, London



[View Details](#)

Effective Talent Management

Succession Management, Career Planning and Performance Appraisal

INTRODUCTION

Talented People are essential to any successful organisation. Therefore, effective Talent Management is the key to achieving success in any organisation, whether it is Private, Government, Semi-Government or Non-Governmental. Talent management refers to the process of developing and integrating new workers, developing and retaining current workers, and attracting highly skilled workers to work for a company.

This Effective Talent Management training course will focus on the practical and 'real world' application of techniques such as HR Planning, Succession Planning, Career Planning and Performance Appraisal.

This EuroMaTech training course will highlight:

- Talent management in any organisation
- Succession planning techniques, at all levels
- Performance management and efficient appraisal systems
- Career path planning for employees
- An update on the latest research on talent management issues

WHO SHOULD ATTEND?

It is also suitable for a wide range of professions, but would most suit:

- HR Professionals and HR Staff at all levels
- Resourcing and Recruitment Personnel
- Talent Management Specialists
- Capability Development Professionals
- HR Business Partners
- Strategic Planners
- HR or Manpower Planners
- Succession Planners
- Anyone involved in Nationalisation initiatives
- Technical staff who have moved into the HR area without formal HR training
- Managers who need to develop their skills and expertise in the areas covered

PROGRAMME OBJECTIVES

- Understand what HR planning is, and how it can contribute to organisational effectiveness
- Understand the advantages and limitations of HR Planning
- Analyse the practical use of succession planning
- Learn the fundamental processes of effective performance appraisal
- Apply the use of career path planning in your organization

TRAINING METHODOLOGY

This EuroMaTech training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes stimulating presentations supporting each of the topics together with interactive trainer lead sessions of discussion.

There will also be practical sessions where participants have the opportunity to practice and experience training related activities. Realistic and fun exercises, short video presentations, small group work, case studies, exercises and feedback, will be used to facilitate learning.

PROGRAMME SUMMARY

Effective HR Planning and Talent Management, including Succession Management, Nationalization, Career Path Planning and Performance Appraisal can be a significant asset to organisational efficiency and it can result in a supply of suitable employees in the right place and time, at the right cost. This EuroMaTech training course aims to equip participants to apply strategies for the most effective and powerful use of human resources.

PROGRAM OUTLINE

DAY 01

An Introduction to Human Resource Planning (HRP)

- The context for Workforce Planning
- People as a competitive edge
- HR as a strategic tool to support business and organizational goals
- The process of Workforce, Human Resource & Manpower Planning
- Workforce Planning information systems and analysis

DAY 02

Talent Management & Succession Planning

- Planning human resources requirements
- Supply planning and issues of 'flow'
- Talent development needs / gaps
- How talent management and succession planning differ
- Succession planning methods

DAY 03

Performance Management & Appraisal

- Understanding performance management and how to use it
- Implementing a successful appraisal scheme
- Types of assessment and appraisal systems
- Common reasons for failure and mistakes made
- Performance management in a multi-cultural setting

DAY 04

Career Path Planning & Development Issues

- What is a career and why it matters to some people more than others?
- Understanding the psychology of personal development
- Techniques for career planning explored
- Mentoring techniques and strategies for the new millennium workforce
- Career Planning and its relationship to Succession Planning

DAY 05

Latest Research Updates on Talent Management

- Competency Based Training (CBT) – the debate
- The learning styles – latest research and findings
- Distinguishing between coaching, mentoring, and counselling
- Talent Management & Nationals – a special case
- Personal Action Planning (PAP)

IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.

QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

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✓	Date	Venue	Fee(\$)
	26 - 30 Jul 2021	St. Petersburg	US\$5,950
	13 - 17 Dec 2021	London	US\$5,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).**

Your Details

Name (Mr/Ms):.....
Position:..... Organisation:.....
Address:.....
.....
City / Country:
Telephone / Fax:

Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech
 Please invoice me
 Please invoice my company as follows:

Contact Name:
Company Name:
Address:.....

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

***VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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