



Course Outline

Succession Planning for Managers, Leaders and Trustees

Minimum and Maximum Learners: 06-16 Duration: One Day Timings: 10:00 – 16:30

Suitable for

Those responsible for ensuring effective succession planning within their organisation. The course is also relevant for those considering succession planning within committees and trustee boards.

Aim

To explore role of effective succession planning for chairs of groups/organisations, trustees, leaders and managers. You will consider the steps that you might need to take to effectively secure sustainability and continuity.

Learning Outcomes

By the end of the course, you will be able to:

- ✔ **Identify** your concerns and fears about dealing with grievance and disciplinary issues.
- ✔ **Define** the meaning of a 'grievance' and 'discipline' in the workplace.
- ✔ **Distinguish** between misconduct and Gross Misconduct.
- ✔ **Describe** why grievance and disciplinary procedures are needed.
- ✔ **Outline** the main legislation and how these fits with your organisation's Grievance and Disciplinary procedures.
- ✔ **Clarify** the Disciplinary Process.
- ✔ **Implement** your organisation's Grievance and Disciplinary procedures.

Benefits of Attending

- ✔ Feel confident and ready to put your learning into practice.
- ✔ Take away a practical toolkit with proven techniques and ideas you can use straight away
- ✔ Create a Personal Action Plan to apply your learning in your workplace.

Training Style

This course is highly interactive and uses engaging, 'brain-friendly' methods such as exercises, quizzes, group discussions, skills practice, storytelling and practical tools to support real-world application.

You'll receive a **Welcome Pack** with pre-course activities, a **Learner Workbook** during training, an **E-Book** on this topic and a **Bonus Pack** afterwards with extra tools and follow-up activities to help you put learning into practice. (*email required)

Other Courses to consider [\(Visit my website for details of these and other courses\)](#)

- ✔ Advanced Communication: Using the Principles of Neuro Linguistic Programming - NLP Techniques (2 Days)
- ✔ Assertiveness II: Assertiveness and Me in Action (2 Days)
- ✔ Coaching Skills for Managers
- ✔ Dealing with Difficult Behaviour and Situations in the Workplace
- ✔ EDI: Managing and Leading Equality, Diversity and Inclusion in the Workplace
- ✔ Internal Communication - Don't hear it on the Grapevine
- ✔ Leadership Skills to Empower and Inspire (3 Days)
- ✔ Managing Absence and Presenteeism in the Workplace
- ✔ Managing Change
- ✔ Resolving Differences and Conflict
- ✔ Teambuilding - Getting Everyone to Pull in the Same Direction
- ✔ Time Management II: In-depth Tools and Skills for Effectiveness and Efficiency (2 Days)
- ✔ Turning Your Organisation's Vision, Mission and Values into Day-to-Day Practice with your Staff and Volunteer Behaviours

