



# Business Succession Planning

## Overview

The loss of valuable leadership can cripple a company. Business succession planning is essentially preparing successors to take on vital leadership roles when the need arises. Whether it is preparing someone to take over as the sole proprietor of a small business or a position of leadership in a corporation, business succession planning is essential to the long-term survival of a company. This course will teach learners the difference between succession planning and mere replacement planning and how to prepare people to take on the responsibilities of leadership so that the company thrives in the transition.

## Who this course is for

This course is for managers, executives, succession planners (consultants), and HR specialists concerned with insuring information and business continuity via succession planning.

## Course outline

- Topic 1: Succession Planning Vs. Replacement Planning
- Topic 2: Preparing for the Planning Process
- Topic 3: Initiating Process
- Topic 4: The SWOT Analysis
- Topic 5: Developing the Succession Plan
- Topic 6: Executing the Plan
- Topic 7: Gaining Support
- Topic 8: Managing the Change
- Topic 9: Overcoming Roadblocks
- Topic 10: Reaching the End

*"Failure to plan for succession is planning to fail."  
J. K. Williams*

By the end of this course, learners should be able to:

- Define business succession planning and its role in their companies.
- Lay the groundwork to develop a succession plan.
- The importance of mentorship.
- Define and use a SWOT analysis to set goals.
- Create a plan, assign roles, and execute the plan.
- Communicate to develop support and manage change.
- Anticipate obstacles, and evaluate and adapt goals and plans.
- Characterise success.

√ Course Level	Short Course
√ Course Hours	8 hours
√ Course Standard Price	£85

### Applies towards the following certificate(s) and award(s)

- Professional Certificate in Middle Management
- Salesman Professional Certificate

