

TALENT MANAGEMENT

This programme is to Identify, Understand and Appreciate the Factors Influencing Present and Future for the talents. It will cover the aspect such as Talent Communication Skills & Development, Talent Management and Development, Performance Management & Improvement, Stockholder & Conflict Management, Talent Management and Succession Planning.

Generally, the programme will cover the aspect of the Talent perspective such as:

- Acquired knowledge and skills in applying the talents management, principles and practice. Acquired knowledge and skills of top grading talents in the SME business in acquiring, developing and retaining “A players” as a source for competitive advantage.
- Programme addresses a very important aspect of HR management: large and most SME’s have a sort of Performance Management system. This programme seeks to improve their systems...both the concept, practice and results.
- Different ways of appraising situations: depending on priorities, personal agendas, short/long term views and micro or macro analysis
- Describe the Importance of an Integrated Talent Management ~Succession Planning

The contents of 10 days programme:

Talent Communication & Development - 4 days

- Nature and significance of effective communication skills in a changing environment
- Key objectives of effective communication skills
- The KPIs of effective communication skills
- Determining your strengths in communication skills
- Key determinants and stages of preparations for effectiveness
- Use of body and language in speaking and conveying ideas
- Knowing your audiences and their aspirations: “What is in it for me”
- Overcoming the main challenges in communicating effectively
- Thinking on your feet – sharpening your communication skills instantly
- Practice sessions – evaluation and improvement

Talent Management Session

- Introduction and Ice Breaker Activities.
- Overview of Talent Imperatives
- Creating Employee Value Proposition (EVP)
- Talent Recruitment Strategy
- Talent Development and Differentiation
- Talent Agility.
- Facilitation and Discussion on the 6 talent management principles and practices.
- Organizing Talent Management in SMEs.

- Top grading talents per sustainable business
- Selecting and coaching A Players
- Talent Scorecard and development for value creation
- Program wrap up and conclusion.

PERFORMANCE MANAGEMENT & IMPROVEMENT - 2 Days *(including KPI writing & appraisal)*

- What is Performance Management? Performance Improvement? Strategies & Challenges
- Understand thoroughly the PA Form of own organization & significance of each section in the Form.
- Performance Rating Systems
- Competence Assessment Systems
- Interview skills practice
- Filling in the PA Form & critiquing filled Forms
- Coaching Skills
- Identifying & Dealing with sub-performance
- Use of emotional-relating skills in behaviour & mindset change
- Setting Personal performance standard for others to follow

STAKEHOLDER & CONFLICT MANAGEMENT – 2 Days

- Stakeholder identification & Expectations for Issues addressed
- The Psychology of Perception & Effect on Thinking & Behaviour
- Managing perceptual differences, disagreements and conflicts
- Influencing & Persuasion Skills
- Changing Mindsets and Dealing with Resistance to Change: using E.I. techniques
- Techniques in Managing Stakeholders: individually and/or collectively
- Conflict Management and Resolution: using both a rational and/or creative (E.I.) Approach
- Personal Learning Outcomes & Action arising

TALENT MANAGEMENT & SUCCESSION PLANNING

Introduction and Workshop Objectives

- Workshop Objectives
- Talents and Talent Management

Person to Job Matching

- Person to Job Matching
- Job Suitability and Eligibility
- Help your Talents towards Job Success
- Avoiding Job Derailment

Organisation's Competencies and Talents

- Organisation's Competencies to Drive your Business
- Identifying Organisation's Talents
- Potential-Performance Matrix
- Competency: Framework & Maps