



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Career Development and Succession Planning

Custom Courses / Leadership and Management

Unit Standard AATICD-0078 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to design and implement effective career development and succession planning strategies within their organisations. Participants will learn to identify high-potential employees, create individual development plans, and establish a pipeline for future leadership roles, ensuring organisational continuity and growth.

Category	Custom Courses
Subfield	Leadership and Management
Unit Standard	AATICD-0078
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply career development theories and models to create individual development plans.
- Analyze organisational needs to identify key positions and competency gaps for succession planning.
- Evaluate the effectiveness of current succession planning processes and recommend improvements.
- Design a comprehensive succession planning framework aligned with organisational strategy.
- Implement mentoring, coaching, and training programs to support career progression.
- Demonstrate the ability to conduct talent reviews and assess readiness of potential successors.

WHO SHOULD ATTEND

- This course is ideal for HR professionals, managers, and team leaders responsible for talent management, workforce planning, and employee development within their organisations.

COURSE OUTLINE

Day 1: Foundations of Career Development

- Introduction to career development theories.
- Factors affecting career choices: personal, social, economic.
- Self-assessment tools: strengths, interests, values.
- Overview of career stages and life cycles.
- Organisational context: aligning personal and company goals.
- Ethical considerations in career development.

Day 2: Career Planning and Goal Setting

- Goal-setting theories: SMART, GROW model.
- Steps in creating a career plan.
- Developing a personal development plan (PDP).
- Identifying learning opportunities: courses, mentoring, job rotation.
- Building a professional network.
- Overcoming barriers to career advancement.

Day 3: Succession Planning Fundamentals

- Definition and benefits of succession planning.
- Identifying critical roles and competencies.
- Talent review processes: 9-box grid, performance-potential matrix.
- Developing succession plans: short-term and long-term.
- Legal and ethical considerations in succession.
- Communication strategies for succession planning.

Day 4: Implementing Career and Succession Programs

- Designing career paths and ladders.
- Mentoring and coaching programmes.
- Linking succession planning to recruitment, training, and performance management.
- Monitoring and evaluating career development programmes.
- Change management and resistance.
- Case studies of successful implementation.

Day 5: Strategic Integration and Future Trends

- Strategic workforce planning.
- Impact of technology, remote work, and gig economy.
- Diversity and inclusion in succession planning.
- Data analytics for talent decisions.
- Capstone project: design a career and succession plan for a simulated organisation.
- Course review and action planning.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,700.00	R 17,700.00
1	In-House	R 23,100.00	R 23,100.00
1	On-Campus (Pretoria)	R 26,700.00	R 26,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK
07 Sep 2026	11 Sep 2026	On-Campus	Mauritius
07 Sep 2026	11 Sep 2026	On-Campus	Pretoria, South Africa
07 Sep 2026	11 Sep 2026	On-Campus	Abu Dhabi, UAE
07 Sep 2026	11 Sep 2026	On-Campus	Harare, Zimbabwe

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0078) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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