



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

Succession Planning

Custom Courses / Human Resources and Training

Unit Standard AATICD-0181 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to design and implement effective succession planning strategies within an organisation. Participants will learn to identify critical roles, assess talent pipelines, and develop plans to ensure leadership continuity and business resilience.

Category	Custom Courses
Subfield	Human Resources and Training
Unit Standard	AATICD-0181
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

- Analyse the strategic importance of succession planning for organisational sustainability.
- Evaluate current talent pools and identify key positions requiring succession coverage.
- Design a succession planning framework aligned with organisational goals and values.
- Implement a structured process for developing and mentoring potential successors.
- Assess the effectiveness of succession plans and recommend improvements.

WHO SHOULD ATTEND

- This course is ideal for HR professionals, managers, team leaders, and business owners responsible for workforce planning and talent management.

COURSE OUTLINE

Day 1: Foundations of Succession Planning

- Overview of succession planning
- Strategic importance for organisational sustainability
- Differences between replacement, succession, and talent planning
- Key drivers: demographics, risk management, talent retention
- Legal and regulatory considerations (Employment Equity Act, BBBEE)
- Roles and responsibilities of HR, management, and board

Day 2: Identifying Critical Roles and Competencies

- Identifying critical and hard-to-fill roles
- Competency modelling for leadership and technical positions
- Performance and potential assessment (9-box grid)
- Talent review processes and calibration
- Risk assessment: readiness and flight risk
- Data collection and analysis for talent mapping

Day 3: Developing Succession Candidates

- Individual development planning (IDP)
- Mentoring and coaching programmes
- Job rotation and shadowing
- Stretch assignments and project leadership
- Formal training and education support
- Tracking development milestones and readiness levels

Day 4: Implementing and Communicating the Plan

- Creating a succession planning policy and procedure
- Communication strategies for different audiences
- Integration with performance management and talent reviews
- Managing confidentiality vs. transparency
- Technology and software support (HRIS, talent platforms)
- Change management and buy-in from leadership

Day 5: Evaluation, Sustainability, and Best Practices

- Key performance indicators (KPIs) for succession planning
- Metrics: time to fill, readiness percentage, retention of successors
- Dashboard design and reporting
- Common challenges: politics, bias, lack of leadership support
- Legal and ethical considerations
- Case studies and best practices
- Action planning for implementation

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 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

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-0181) 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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