Succession Management Program

Course Description

The Succession Management Program consists of three workshops and three one-on-one consulting sessions designed to teach participants how to complete a succession plan for their organization. Under the direction of the Executive Sponsor the participant will lead a project team within their respective organizations to develop their succession plan over the four-month period. Upon workshop completion, participating organizations will have a completed succession plan that meets CalHR's policy requirements. The program also includes a Graduation ceremony for Executive Sponsors and Participants.

Required Roles

- A dedicated owner(s) and/or team is established and approved to allocate up to 60% of their time to carry out the development and implementation of the succession plan.
- An Executive Sponsor is committed to support and allocate resources to the succession management effort.
- Participant(s) has access to organization's workforce data such as turnover and employee demographics.

Objectives

- Understand what a succession plan is and how it adds value to your organization.
- Develop knowledge and skills that are directly applied to creation of a succession plan.
- Apply the State of California Succession Management Model to succession plan development.
- Identify methods to effectively implement the succession plan throughout the organization.
- Complete your succession plan.

Registration Completion

To complete your registration, your organization must:

1. Submit one registration for your organization via CalLearns (CalHR's Learning Management System).
2. Upon receipt of e-registration's confirmation, email wfp@calhr.ca.gov the following information for each required role: Participant(s) and Executive Sponsor. An organization may submit the information below for a maximum of two Participants.
   - Name
   - Job Title
   - Classification
   - Phone Number
   - Email Address
   - Organization Address

- Reasonable Accommodation Needed

In addition to CalHR's e-registration confirmation, you will receive a notification email form the CalHR Workforce Planning Team to confirm the completion of your registration.

TBD Dates/Locations

- Competency Module and Workshop 1 (8:30am-4:30pm)
- Workshop 2 (8:30am-4:30pm)
- Workshop 3 (8:30am-4:30pm)
- Graduation (2:00pm-4:00pm)

Cost: $1350