

# COURSE OUTLINES

**Module 1:**  
**Succession Planning Vs.  
Replacement Planning**

**Module 2:**  
**Preparing for the Planning Process**

**Module 3:**  
**Initiating Process**

**Module 4:**  
**The SWOT Analysis**

**Module 5:**  
**Developing the Succession Plan**

**Module 6:**  
**Gaining Support**

**Module 7:**  
**Managing the Change**

**Module 8:**  
**Overcoming Roadblocks**

**Module 9:**  
**Reaching the End**

# OBJECTIVES

Define business succession planning & its role in the organisation

Lay the groundwork for developing a succession plan  
Recognise the importance of mentorships

Learn to use a SWOT analysis to set goals

Create a plan, assign roles & execute the plan

Develop a plan to manage change

Learn to anticipate obstacles, re-evaluate goals & focus on progress

Learn how to know when success has been achieved



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MANAGEMENT COURSE

# BUSINESS SUCCESSION PLANNING

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