

## **In-house Training Outline**

**(To be further tailor-made according to the attendees' request)**

### **Employee Career Planning & Development (2 days)**

#### **Training Objectives:**

- Effectively helping directors and managers of all functions (including HR) to master characteristics of stages of employee career development and acquire a full understanding of the subordinates
- Equipping directors and managers of all functions (including HR) with knowledge of systems and framework of employee development, employee career path and corporate ladder design and gaining skills in developing successors in the companies.
- Helping directors and managers of all functions (including HR) to master career planning and management skills and implementing career development process management.
- Training directors and managers to obtaining implementation and coaching skills in employee career development, effectively designing employee career development plan and achieving a win-win relationship between the company and the employee.

#### **Session One: Stages and tasks of employee career development**

- Interactive game
- Case study introduction
- Value of employee career development
- The concept of career
- Characteristics of career
- The tasks of different stages of career

#### **Session Two: Company development and employee development**

- Characteristics of different stages of company development
- Core competitiveness of companies
- Function setup in corporate organization structure
- Combination of company development and employee development
- Employee career development is a part of company development
- Company development is premier opportunity for employee development
- Win-Win between company development and employee development

#### **Case Study: Employee career development planning**

### **Session Three: Truly knowing our employee**

#### **Group Discussion: Choosing the right pond and fishing for big ones**

- Employee-Position (Position Characteristics) matching
- Knowing your employee
- Employee's personality
- Employee's career interesting
- Employee's competency inclination
- Career values
- Evaluate your subordinates
- Application of SWOT

### **Session Four: Framework and system of employee career development**

- Basic models of employee career development
- Career development and capability enhancement
- Career path and its design
- Case Study
- Employee's career path
- Career ladder and its design
- Case Study
- Career ladder of technical professionals in
- The implementation of the training of the successors
- Succession planning model in talent management

#### **Case Study: Systems and framework of employee career development**

### **Session Five: Skills in employee career planning**

- Employee career planning
- The term of employee career planning
- Short term, mid-term and long term objectives
- Short term & Long term planning of employee career development
- 6 Steps in employee career development
- Other stakeholders' participation in employee career planning and the job allocation
- Evaluation of employee potential
- Organizing skills in employee career development and planning meetings

#### **Exercise: Application employee career planning form and discussion**

#### **The evaluation and update of employee career development**

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### **Session Six: Management skills in employee career development**

- Employee career development
- Management skills in the early state of the career
- Management skills in the mid-term stage of the career
- Understanding and removing the career worries
- Career plateau and “oxygen-adding” skills
- Process management in employee career development
- Process management in individual career development
- Implementing effective career development process

#### **Case Study: Turnover of 30 people due to career planning in an IT company**

### **Session Seven: Implementation of career development and coaching**

- Implementation strategies of career development
- Implementation models of employee career development
- Holding employee career planning meetings
- Writing employee career planning handbook
- Application & evaluation employ career planning form
- The promotion and implementation of mentors systems
- Coaching skills of employee career development
- Coaching in the employ career development
- Environmental analysis of employee career development
- Qualification analysis of career development objectives

#### **Exercise: Implementation and tracking of employee career development projects**

### **Session Eight: Win-Win between the company and the employee**

#### **Group Discussion: Doubts about employee career planning**

- Common pitfalls in implementation of employee career development
- The company is the “boat” of the employee
- Assisting employee to find “mentors” within the company
- Implementing the development planning
- Employee development in HR planning
- Achieving win-win between and the company and the employee