



# TALENT MANAGEMENT & SUCCESSION PLANNING

Succession planning should **NEVER** be last minute.

“

The future belongs to those who learn more skills and combine them in creative ways.

- Robert Greene

”

**DATE:** 18 June 2025

**VENUE:** MEF Academy Training Center, Seksyen 16, Petaling Jaya

**FEE:** RM 1,000 per-person

- Price above includes 8% SST

**For further information, please contact:**

**Contact No: 03-7498 7242**

**Admin : 016 254 1844**

**Email: [adminmefa@mef.org.my](mailto:adminmefa@mef.org.my)**

**CLICK THIS LINK OR SCAN THE QR FOR REGISTRATION**

**Link : <https://forms.office.com/r/RzakZi0Mca>**



Scan QR



## **OBJECTIVES**

This program is designed to empower managers and HR professionals with practical strategies and tools to manage talent effectively and build strong succession pipelines. Participants will learn how to align talent initiatives with organizational goals and future leadership needs. By the end of the course, you will be able to articulate your organization's talent philosophy, apply talent segmentation, and utilize demand forecasting to support strategic workforce planning.



## **METHODOLOGY**

- Interactive Modules and Engaging Learning
- Interactive Experience Sharing
- Case Studies
- Video/Audio Presentations
- Group Discussions

## **DURATION**

- 1 day (7 Hours)
- 9am - 5pm

## **WHO SHOULD ATTEND**

- HR Managers and Executives
- Talent Learning & Development (L&D) Professionals
- Department Heads and Line Managers
- Business Leaders and Decision-Makers





# AGENDA

TIME	ITINERARY
8.30am	Registration
9.00am	Course Introduction / Ice Breaking
9.30am	<b>MODULE 1 : Talent Segmentation Framework</b>
10.45am	Coffee Break
11.00am	<b>MODULE 2 : Succession Planning Template</b>
12.00pm	<b>MODULE 3 : 8. Employee Development Plan (EDP)</b>
1.00pm	Lunch Break
2.00pm	<b>GROUP ACTIVITIES – ROLE PLAY</b>
2.30pm	<b>MODULE 4 : Risk of Loss &amp; Impact Assessment Matrix</b>
3.30pm	Tea Break
3.45pm	<b>MODULE 5 : Post-Training Action Plan Template</b>
4.45pm	Summary / Q&A Session
5.00pm	Session End

## TRAINER PROFILE

### PUNITHA MALAR (AISHU)

- BBA, Computer Info Sys (IS) Western Michigan University, US
- Msc in Engineering Management
- Certified Professional Coach, Masteries Practitioner (IAC)
- Team coach International (TCI)
- Competency Based L&D Malaysian Institute of Management (MIM)

Ms Aishu Certified Coach and Trainer, with 25 years of combined experience in higher education management, strategic partnerships, business development, L&D and talent management across SEA, Australia, and the U.S., she excel in managing key stakeholders, policy, governance, and membership interests.

She drive growth and revenue in education partnerships, corporate trainings and implement sustainable growth strategies. As an agile team coach and trainer, she specialize in learning and development space, soft skills, talent development, talent acquisition and retention, enhancing organizational performance and employee engagement

## EXPERTISE

- Communication Techniques & Essential Customer Service Skills
- Ace the “CASE - Clerical Administrative Skills Excellence”
- The “Art of Workplace Connections: Interpersonal Skills”
- Managerial Skills for New Managers
- Time Management - The Power of Prioritizing
- The Effective Team Leaders in the Workplace
- Managing Difficult Conversations
- Positive Thinking + EQ in Customer Service Skills
- VIP Protocol and Event Management
- Executive Presence and Etiquette
- Company Policy Training - Sexual Harassment
- Team Coaching
- SWOT Analysis
- Visual, Auditory and Kinesthetic (VAK) Profiling

