

Module 9: Career Planning and Talent Management

1. Workforce Planning Approaches

Relationship Between Strategic Planning and Workforce Planning
Role of HR in Workforce Planning
Roles of Workplace Learning and Performance Professionals in Organizations

2. Succession and Replacement Planning Approaches

Definition of Succession Planning
Job Movement and Replacement Approaches
Approaches to Strategic Plan Integration and Succession Planning
Succession Planning Processes

3. Job Analysis Tools and Procedures

Job Analysis Overview
Data-Collection Techniques
Pre-Job Analysis
Job Analysis Methods
Types of Job Analysis: Advantages and Disadvantages
Uses of Job Analysis Outcomes

4. Career Development Theories and Approaches

Balance Between Personal Assessment and the Market
Trait and Factor: Williamson's Theory
Ginzberg's Theories
Super Developmental Framework
Personality or Typology
Behavioral Counseling
Edgar Schein's Career Anchors Theory
Issues Associated With Career Planning Theories

5. Individual and Organizational Assessment Tools, Including Assessment Center Methodologies

Human Resource Audits
Multi-Rater Feedback
Personality Type
Issues to Consider When Administering Assessments

6. Ethical Standards and Legal Issues in Career Counseling and Organizational Restructuring

7. Career Counseling Approaches

Career Counseling Overview
Career Counseling Standards
Career Counseling Theory
Career Counseling Methods
Career Development Models

8. Coaching and Mentoring Approaches

9. Performance Consulting Approaches

10. Managerial and Leadership Development Best Practices

Managerial and Leadership Development Overview
Formal and Informal Methods
Types of Adult Learners and Seven Must-Follow Principles of Adult Learning
Need to Train to Meet Competency Gap

11. Performance Management Systems and Techniques

12. Approaches to Maximize Workplace Diversity

Cultural Awareness
Gender and Race Awareness
Generational Differences
Personal Space
Disability Awareness
Training Implications for Multiple Languages
Inclusion Approaches

13. Resources for Career Exploration and Lifelong Learning

Human Capital
What's In It for Me? (WIIFM)
IDPs (Individual Development Plans)
Informational Interviews
Job Rotation
Multiple Modalities for Learning

14. Glossary

15. Answer Key

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