



## **KA1 Training Plan (KA101, KA102, KA104)**

### **Topic: Talent Management**

### **Activity Type: Seminar/Training**

### **Length: 5 days**

### **Training Objectives:**

*This structured course aims to improve participant's ability identifying talent and possible talent gaps, vacant positions, sourcing for and onboarding the suitable candidates, growing them within the system and developing needed skills. The definition brings to light the overarching nature of talent management – how it fills all aspects concerning the human resources at work while ensuring that the organization attains its objectives.*

### **Training Programme:**

#### 1st Day

- Course introduction.
- Needs and expectations evaluation.
- Talent identification.
- What processes are part of talent management system?
- Job description development.

#### 2nd Day

- Job post writing.
- Application materials review.
- Inhouse interviews that can involve multiple meetings with many of current employees.
- Ongoing employee development.
- Promotion, lateral moves and transfers.

#### 3rd Day

- Formal feedback systems such as performance management or an appraisal process.
- What should a personal goal look like and how to preserve it under control.
- Motivation talk: How to persevere and not give up.
- Manager's role as a key in a process of talent management.
- Integrating the talent management into the organization.

#### 4th Day

- Company culture and its impact.
- Creativity as a factor of success.
- Individualistic approach.
- Different motivation techniques.



- Finding the balance between the rules and personal needs.

#### 5th Day

- Individual talent management strategy.
- Talent management and its position within the HR.
- Improving the business performance via the talent management.
- Talents and their impact on competitiveness.
- Course roundup and final evaluation.

*Training will take place from 9.00am till 4.00pm, and will be supported by additional cultural activities of the City of Vienna.*