

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Develop a regular talent review exercise and revise the succession plan
Code	107001L5
Range	Providing an opportunity to regularly discuss talent issues in the organisation at a suitable level of depth and focus. This applies to the implementation of timely succession planning with relevant stakeholders, with the use of essential data or information for talent review discussion.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand how an effective talent review process and governing mechanisms work • Understand the organisation's succession plan and development objectives for regular talent review and update of succession plan 2. Applications and Processes <ul style="list-style-type: none"> • Develop talent review process and governing mechanisms in the organisation for regular talent review exercise and reporting • Deploy human resource database to prepare all the essential data or information (e.g. potential talents in the replacement chart) for talent review discussion and succession planning discussion • Review and revise individual development plans (IDPs) and the organisation's succession plan based on discussions with relevant stakeholders 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Involve senior management to validate the key roles for succession planning and critical skills required for organisational growth • Leverage on talent review exercise in the organisation to review and update the succession plan
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of talent review process (e.g. assessment by phases), formats (e.g. documentation, review discussion, follow-up) and governing mechanisms for regular talent review and reporting. • Execution of regular talent review exercise in accordance with the predefined review process and governing mechanisms on a regular basis • Execution of adjustments on IDPs and the organisation's succession plan based on results of talent review.
Remark	