MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Human Resources Management

Talent Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2886	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Magna Skills presents the **Talent Management** course, designed to equip HR professionals and managers with the skills needed to attract, retain, and develop top talent within their organizations. This course covers the complete talent management lifecycle, including recruitment, onboarding, development, performance management, and succession planning, to ensure organizations maintain a competitive and dynamic workforce.

Course Outcomes

Upon completion of this course, participants will:

1. Understand the fundamentals of talent management and its strategic role in organizational success.
2. Develop effective recruitment and selection processes to attract high-quality talent.
3. Master techniques for onboarding and employee engagement to increase retention.
4. Learn strategies for performance management, employee development, and career planning.
5. Build and implement succession planning for organizational stability and future growth.

Course Outline / Curriculum

Module 1: Introduction to Talent Management

- Defining talent management and its importance in modern organizations.
- Key elements of an effective talent management strategy.
- Aligning talent management with organizational goals.

Module 2: Talent Acquisition and Recruitment Strategies

- Designing recruitment strategies to attract high-potential employees.
- Best practices for talent sourcing, including digital platforms and networking.
- Interviewing, selecting, and evaluating candidates effectively.

Module 3: Onboarding and Employee Engagement

- Importance of a structured onboarding process.
- Engagement strategies to increase job satisfaction and productivity.
- Tools for measuring and enhancing employee engagement levels.

Module 4: Performance Management and Appraisal

- Developing an effective performance management system.
- Setting objectives, KPIs, and conducting performance reviews.
- Giving constructive feedback and recognizing achievements.

Module 5: Employee Development and Training

- Identifying skill gaps and creating development plans.
- Designing impactful training and development programs.
- Measuring the ROI of training initiatives.

Module 6: Career Planning and Progression

- Assisting employees in defining career paths and goals.
- Providing opportunities for growth and promotion within the organization.
- Supporting lateral moves and career transitions.

Module 7: Succession Planning and Leadership Development

- Identifying high-potential employees and future leaders.
- Designing and implementing a succession plan.
- Leadership training and mentorship programs for key roles.

Module 8: Retention Strategies and Talent Retention Metrics

- Understanding factors influencing employee retention.
- Developing a culture of recognition and reward.
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Using metrics to assess retention rates and causes of turnover.

Module 9: Managing Talent During Organizational Change

- Addressing talent needs during periods of change or restructuring.
- Engaging and retaining key employees during transitions.
- Communicating effectively to manage uncertainty and build trust.

Module 10: Case Studies and Practical Applications

- Real-world examples of successful talent management strategies.
- Application of course concepts through role-plays and scenarios.
- Group discussions on best practices and common challenges in talent management.

The **Talent Management** course by Magna Skills provides participants with a comprehensive framework to identify, nurture, and retain top talent, ensuring that organizations can adapt and thrive in today’s dynamic workforce environment. Through this course, participants gain practical insights, strategies, and tools essential for managing talent in various organizational contexts.

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Talent Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____