

The importance of managing the development of your people dynamically & efficiently has always been recognised. It is vital to counteract this & go beyond the traditional, centralized management of career plans towards coordinated & modular management that embraces other organizational spheres, such as training, internal mobility & incentive-based activities.

Meta4 Career & Succession Planning focuses on the definition, development & management of the career of the employees.

## HR Area

- Create & define generic career paths for each of the units that make up the organization.
- Define the periods of time that must pass between the career plan phases, in addition to managing changes over time, using career plan historical records.
- Assign a career path to an employee with one or more tutors for each career plan, if desired.
- Mass assignment of career paths to a group of employees.
- Promote individual development: career prospects (mobility, promotions,...), development plans (training, coaching, empowerment,...), professional wishes & goals, recommendations & action plans.

### ➔ CONTRIBUTE TO A SIMPLE, DYNAMIC & FLEXIBLE MANAGEMENT OF YOUR EMPLOYEE'S DEVELOPMENT PLAN

- Anticipate turnover by analyzing internal mobility & succession plans.
- A graphical tree view of possible successors contributes to the easy, dynamic & flexible management of succession planning. Accommodate constant evolution.
- Capacity to report on the need for organizational change & flexibility to manage the change.

### ➔ ANTICIPATE TURNOVER THROUGH AN EFFICIENT SUCCESSION PLANNING

- Manage career plans assigned to an employee during his/her time in the organization.
- Analyze employee performance results.
- Find out the individual's skill gap compared to that required for the different career plan phases.

### ➔ EVALUATE EFFICIENCY OF ACTION PLANS

## Managers

- View a detailed report with information on the employee assigned to a career plan.
- Managers can actively collaborate with HR staff to define development & manage career plans.
- Approval & tracking of action plans linked to career plans.
- Request training for an employee to ensure that they acquire the necessary skills to occupy jobs planned in the career plan.

### ➔ ACTIVELY PROPOSE DEVELOPMENT PLANS

## Employees

- Provide employees with the ability to manage their careers & assess their training needs, through career plans & clearly defined requirements.
- Personally review & monitor their development (training, coaching, empowerment...).

### ➔ EMPLOYEES CAN ACTIVELY CONTRIBUTE TO DESIGNING & PLANNING THEIR CAREER PLANS

## Mobility user

### Management of Messages

- Communicate its personal & professional goals, recommendations & action plans.

### ➔ EFFECTIVE COMMUNICATION MANAGEMENT