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| **Talent Review Briefing for Panel/Board Members** **Agenda**  |
| **5 mins** | **Welcome and introductions** |
| **10 mins** | **Scene setting** * Aims and agenda
* Context – connecting SASH talent management to DPIC, CQC and RTB requirements
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| **30 mins** | **Quick Overview – Talent Review Boards and Succession Planning*** The process – purpose and benefits
* The mindset – ground rules, confidentiality, bias, conflicts of interest
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| **30 mins** | **Review Preparation (Before)*** Preparing for and holding your talent conversations – revised approach
* Making your assessment of performance, potential and readiness
 |
| **15 mins** | **Break** |
| **20 mins** | **Talent Review Board (During)*** Structure, roles and responsibilities
* Capturing outcomes
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| **20 mins** | **Generating your Executive Succession Plan*** Short, medium and long-term successors
* Identifying risks and mitigating actions
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| **30 mins** | **Feedback (After)*** Closing the feedback loop – development and support
* Useful models for delivering different messages
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| **20 mins** | **Summing up and next steps*** Quick recap on timescales and input required
* Q&A
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|  | ***Close*** |