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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 |
| **30 mins** | **Quick Overview – Talent Review Boards and Succession Planning**   * The process – purpose and benefits * The mindset – ground rules, confidentiality, bias, conflicts of interest |
| **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 |
| **20 mins** | **Generating your Executive Succession Plan**   * Short, medium and long-term successors * Identifying risks and mitigating actions |
| **30 mins** | **Feedback (After)**   * Closing the feedback loop – development and support * Useful models for delivering different messages |
| **20 mins** | **Summing up and next steps**   * Quick recap on timescales and input required * Q&A |
|  | ***Close*** |