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COURSE BROCHURE

Talent Review and Nine-Box Calibration Training Course

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Registered in the United Kingdom and Saudi Arabia

Talent Review and Nine-Box Calibration Training Course

Talent Review and Nine-Box Calibration is a 1-week training course for HR business partners and talent specialists who prepare and facilitate the meetings where leaders judge performance and potential, and it ends with each participant building a Calibrated Talent Review Pack. Organisations now expect succession slates and high-potential lists that survive scrutiny from boards and employees alike. Jupiter Prime Training delivers this course on Talent Review and Nine-Box Calibration.

Why Talent Review and Nine-Box Calibration Matters Now

Three forces shape talent reviews today. Flatter structures leave fewer promotion steps, so readiness needs sharper evidence. Employees expect transparency about how potential is judged. Boards ask for credible succession depth behind every critical role. A well-run calibration produces placements that leaders defend and act on; a weak one produces rating inflation, hidden favouritism and retention surprises. The course rests on the nine-box grid, structured potential criteria and the human capital metrics described in ISO 30414, the international guideline for human capital reporting.

Who Gains Most from Talent Review and Nine-Box Calibration

- Business-facing HR partners who prepare leaders for annual and mid-year talent discussions
- Talent specialists who own potential criteria, nomination rules and the nine-box template
- Succession coordinators who maintain slates for critical and hard-to-fill positions
- Retention and engagement leads who turn review outcomes into stay conversations
- People analytics practitioners who report placement spread and mobility after each cycle

A talent function gains most when its partners and specialists attend together and share one set of potential definitions.

Talent Review and Nine-Box Calibration Capabilities

Participants practise turning scattered manager opinions into evidence-backed placements.

- Define observable potential criteria separate from current performance — leadership team agreement on nomination rules
- Facilitate a calibration meeting that tests each placement against evidence — the executive sponsor of the review
- Detect rating bias such as recency, halo and similarity effects — fairness of high-potential lists
- Translate nine-box placements into development, mobility and retention actions — line managers and their teams
- Build succession slates with readiness levels and risk flags — critical role continuity
- Report talent review metrics that show movement between cycles — board and executive committee

Key Talent Review and Nine-Box Calibration Terms

- Nine-box grid — a three-by-three matrix plotting current performance against assessed potential.
- Calibration — a facilitated meeting where leaders compare and adjust proposed ratings against shared criteria to reduce inconsistency.
- High-potential employee — a person judged able to grow into broader or more senior roles faster than peers.
- Readiness level — an estimate of how soon a successor could step into a target role, such as ready now or in one to two years.
- Flight risk — the assessed likelihood that a valued employee leaves within a set period.
- Employer value proposition — the set of rewards, growth and experience an organisation offers in return for an employee's contribution.

Talent Review and Nine-Box Calibration Day by Day

Day 1: The Talent Review Cycle and Its Stakes

- Talent Review Cycle Map — Timing Against Performance and Pay Decisions
- Critical Role Inventory — Which Positions Need Succession Depth First
- Stakeholder Roles Matrix — Who Nominates, Challenges and Approves Placements
- Employer Value Proposition Audit — What Keeps High Performers Engaged
- Previous Cycle Retrospective — Rating Patterns Leaders Want to Change

Day 2: Defining Performance and Potential

- Performance Evidence Standards — Separating Results From Visibility and Tenure
- Potential Criteria Framework — Learning Agility, Drive and Leadership Scope
- Behavioural Anchors for Each Box — Consistent Placement Across Divisions
- Manager Pre-Work Template — Evidence Submitted Before the Meeting
- Aspiration and Mobility Data — Willingness to Move Roles or Locations

Day 3: Running the Calibration Meeting

- Calibration Agenda Design — Order of Discussion and Time per Person
- Facilitation Prompts and Challenge Questions — Testing Each Proposed Placement
- Rating Bias Checklist — Recency, Halo, Similarity and Central Tendency
- Distribution Review Without Forced Ranking — Spotting Inflation and Clustering
- Decision Log and Confidentiality Rules — Record of Agreed Placements

Day 4: From Placement to Action

- Box-Specific Development Actions — Stretch Roles, Coaching and Exposure
- Succession Slate Builder — Readiness Levels and Emergency Cover
- Flight Risk and Impact of Loss Matrix — Retention Priority Order
- Talent Conversation Guide — What Managers Tell Employees After Review
- Talent Review Metrics Dashboard — Movement, Diversity of Slates and Fill Rates

Day 5: Practising the Calibrated Talent Review Pack

- Mock Calibration Session — Applying Criteria and Bias Checks to Case Profiles
- Case Practice in Banking and Manufacturing — Contrasting Talent Pools and Roles
- Succession and Retention Plan Drafting — Actions for Placed Employees
- Executive Readout Rehearsal — Presenting Findings to the Leadership Team
- Calibrated Talent Review Pack — Criteria, Agenda, Slates and Metrics

Applying Talent Review and Nine-Box Calibration After the Course

- Pilot the potential criteria and manager pre-work template with one business unit before its next talent discussion.
- Facilitate a calibration rehearsal with two senior leaders using the bias checklist and decision log, then refine the agenda.

Talent Review and Nine-Box Calibration Questions FAQ

What is Talent Review and Nine-Box Calibration and why does it matter now?

It is the practice of placing employees on a performance and potential grid and testing those placements in a facilitated meeting. It matters now because leaders, boards and employees all expect succession and high-potential decisions to rest on clear, consistent evidence.

Which roles gain most from Talent Review and Nine-Box Calibration training?

HR business partners and talent specialists gain most. Succession coordinators, retention leads and analytics practitioners also benefit.

How does Talent Review and Nine-Box Calibration differ from a broad talent management course?

It focuses on one recurring event, the talent review, and the facilitation skills that make its ratings credible. Broader talent management courses survey acquisition, reward and planning instead.

What do you bring back from Talent Review and Nine-Box Calibration training?

You bring back a review pack ready for your next cycle. It holds potential criteria, a calibration agenda, a bias checklist, succession slates and a metrics view.

Talent Review and Nine-Box Calibration: The Way Forward

The Calibrated Talent Review Pack first informs which employees enter the high-potential pool and which critical roles lack ready successors. HR business partners use it with line leaders, and talent specialists use it to report progress. After its first use, revisit the potential criteria and the bias patterns observed to see where definitions need tightening.