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COURSE BROCHURE

# Career Pathway and Talent Pipeline Planning Training Course

9 – 13 August 2027
Munich

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Registered in the United Kingdom and Saudi Arabia

# Career Pathway and Talent Pipeline Planning Training Course

**Ref:** 2804_107488 **Date:** 9 – 13 August 2027 **Location:** Munich **Fees:** 5600 GBP

Career Pathway and Talent Pipeline Planning is a 1-week training course for HR business partners and line managers who grow people into critical roles, built around a critical role pipeline map for their own function. Organisations now face thinner benches, faster skill shifts and employees who expect visible routes forward. Jupiter Prime Training runs this course on Career Pathway and Talent Pipeline Planning.

## Why Career Pathway and Talent Pipeline Planning Matters Now

Three forces shape career pathway and talent pipeline planning today. Skills are changing faster than job descriptions, so older ladders point towards fading work. Employees, especially early-career specialists, weigh visible growth routes when they decide whether to stay. Executives want proof that critical vacancies can be filled from inside. Handled well, it keeps experienced people and fills key posts quickly; handled badly, gaps surface only when a key person resigns. The course rests on established workforce planning and role design practice.

## Who Gains Most from Career Pathway and Talent Pipeline Planning

- Partners advising business units on workforce shape and internal moves
- Line leaders responsible for growth conversations and stretch assignments in their teams
- Specialists maintaining role families, grades and competency profiles
- Talent coordinators tracking internal mobility and bench strength
- Learning leads connecting development offers to real routes

The greatest gain comes when an HR partner attends with line managers from the same business unit, so the routes are owned on both sides.

## Career Pathway and Talent Pipeline Planning Capabilities

Participants move from loose talk about potential to explicit routes, rungs and moves that a business unit can track and fund.

- Assess role criticality by impact, scarcity and time to fill — workforce priorities for the business unit
- Design career ladders and lateral routes with entry criteria — employees weighing their next move
- Build bench coverage views per critical role — leadership vacancy decisions
- Apply growth conversations linking aspirations to role requirements — line managers and their teams
- Specify development plans mixing experience, exposure and learning — budget holders funding growth
- Communicate pipeline gaps and moves to executives — the leadership team setting hiring choices

## Key Career Pathway and Talent Pipeline Planning Terms

- Critical role — a position whose vacancy would seriously disrupt results or service and is hard to fill.
- Career ladder — an ordered sequence of roles within one family, each with stated scope, skills and entry criteria.
- Lateral route — a planned move across functions at a similar level that broadens experience.
- Bench strength — the number of internal people who could step into a given role within a set period.
- Growth conversation — a structured manager-employee discussion about aspirations, strengths and next experiences.
- Pipeline map — a visual record linking critical roles to feeder roles, candidates and gaps.

## Career Pathway and Talent Pipeline Planning Day by Day

### Day 1: Workforce Strategy and Role Criticality

- Workforce Strategy Translation — Which Capabilities the Business Needs Next
- Role Criticality Scoring Matrix — Where Pipeline Effort Should Go First
- Skills Shift Scan by Role Family — Which Ladders Need Redesign
- Vacancy Impact Estimate — How Long a Critical Post Can Stay Empty
- Internal Versus External Fill Ratio — Balancing Growth and Hiring Choices

### Day 2: Designing Career Ladders and Routes

- Role Family Architecture — Grouping Positions into Coherent Growth Routes
- Rung Definitions and Entry Criteria — What Earns a Step Up
- Lateral and Cross-Functional Moves — Broadening Experience Before Promotion
- Specialist and Managerial Dual Tracks — Keeping Experts Without Forcing Management
- Feeder Role Mapping — Which Roles Prepare People for Critical Posts

### Day 3: Growth Conversations and Development Plans

- Aspiration and Strength Dialogue Guide — Linking Personal Goals to Routes
- Experience-Exposure-Learning Mix — Shaping Individual Development Plans
- Stretch Assignment Selection — Matching Projects to Development Needs
- Mentoring and Sponsorship Pairing — Who Opens Doors for Whom
- Development Plan Follow-Up Rhythm — Keeping Commitments Alive Between Reviews

### Day 4: Pipeline Coverage and Internal Mobility

- Bench Coverage Grid — How Many Ready Candidates Each Role Has
- Time-to-Ready Estimates — When Internal Candidates Can Step Up
- Internal Mobility Barriers Review — Why Managers Hold On to Talent
- Pipeline Diversity Check — Who Is Missing from Feeder Roles
- Pipeline Health Indicators — What Executives Track Each Quarter

## Day 5: Practising the Critical Role Pipeline Map

- Criticality Scores Applied to a Live Function — Selecting Target Roles
- Ladder and Feeder Routes Drawn for Target Roles — Closing Route Gaps
- Coverage Grid and Development Plans Combined — Prioritising Growth Investment
- Executive Briefing Rehearsal — Presenting Gaps, Moves and Hiring Needs
- Critical Role Pipeline Map — Completing the Function's Route and Bench Record

## Applying Career Pathway and Talent Pipeline Planning After the Course

- Score the roles in one business unit for criticality and agree the top five with its leadership team.
- Hold growth conversations with three feeder-role employees and turn each into a dated development plan.

## Career Pathway and Talent Pipeline Planning Questions FAQ

### What is Career Pathway and Talent Pipeline Planning and why does it matter now?

It is the practice of designing visible growth routes linked to the roles an organisation cannot leave empty. It matters now because skills change quickly and people leave when they see no route.

### Which roles gain most from Career Pathway and Talent Pipeline Planning?

HR business partners and line managers gain most, because they hold the growth conversations and approve the moves. Talent and learning specialists also benefit, especially alongside the managers they support.

### How does Career Pathway and Talent Pipeline Planning differ from a course on successor selection?

It works earlier in the chain. Successor selection rates named candidates for specific posts; this course designs the ladders, feeder roles and development plans that create enough candidates.

### What do you bring back from Career Pathway and Talent Pipeline Planning?

You bring back a drafted pipeline record for your own function, covering critical roles, feeder routes, bench coverage and development plans, plus conversation guides for your team.

## Career Pathway and Talent Pipeline Planning: The Way Forward

The critical role pipeline map first informs which roles receive development investment and which need external hiring. Line managers use it in growth conversations, HR partners in workforce reviews and executives to judge vacancy exposure. After its first use, revisit the criticality scores, because a change in strategy can turn a quiet support role into a critical one.