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COURSE BROCHURE

Retirement Transition Planning and Income Readiness Training Course

13 – 17 December 2026
Manama

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Registered in the United Kingdom and Saudi Arabia

Retirement Transition Planning and Income Readiness Training Course

Ref: 3015_114330 **Date:** 13 – 17 December 2026 **Location:** Manama **Fees:** 4900 GBP

Retirement Transition Planning and Income Readiness is a 1-week training course for employees within a few years of retirement and the human resources benefits staff who support them, and participants leave with a Personal Retirement Readiness Plan. Longer lives and changing pension arrangements make the move from salary to retirement income a decision that needs early preparation. Jupiter Prime Training offers this course in retirement transition planning and income readiness.

Why Retirement Transition Planning and Income Readiness Matters Now

Three forces shape retirement today. People live longer, so savings must stretch across two or three decades rather than one. Savings-based pension schemes increasingly replace salary-linked ones, shifting drawdown choices onto the individual. Employees who prepare early replace income smoothly, protect their health cover and hand over knowledge with pride; those who do not face income gaps, rushed decisions and a sense of loss. The course rests on general principles of income replacement, sustainable withdrawal and life-stage planning.

Who Gains Most from Retirement Transition Planning and Income Readiness

- Employees responsible for deciding when and how to leave paid work
- Late-career specialists who must plan the handover of their expertise
- human resources benefits staff who explain end-of-service and pension options to colleagues
- Wellbeing coordinators who organise pre-retirement support sessions
- Line managers responsible for agreeing phased retirement arrangements

A human resources benefits team gains most when several members attend alongside employees nearing retirement.

Retirement Transition Planning and Income Readiness Capabilities

Participants turn scattered pension statements and savings records into one dated retirement timeline.

- Calculate a target retirement income from current and expected spending — the decision on retirement date
- Assess every income source, from pension entitlements to savings and part-time earnings — the household agreeing its income mix
- Weigh lump-sum, regular income and phased withdrawal options — the retiree choosing a drawdown approach
- Design a health, insurance and housing checklist for later life — family members sharing future costs
- Build a phased exit and knowledge handover schedule — the line manager approving the transition
- Communicate a personal retirement vision covering purpose, time and community roles — partners and dependants

Key Retirement Transition Planning and Income Readiness Terms

- Replacement ratio — Retirement income expressed as a share of final working income, used to test whether a plan is sufficient.
- Drawdown — Taking money from accumulated savings over time to fund living costs in retirement.
- Defined benefit arrangement — A pension that pays an income based on salary and years of service rather than savings invested.
- Defined contribution arrangement — A pension built from contributions and investment returns, where the final income depends on the savings pot.
- Longevity risk — The chance of living longer than savings last, the central risk in retirement income planning.
- Phased retirement — Reducing working hours or responsibilities gradually before leaving paid work completely.

Retirement Transition Planning and Income Readiness Day by Day

Day 1: The Retirement Landscape and Personal Starting Point

- Life Expectancy and Retirement Length — Planning for Two or Three Decades
- Pension Arrangement Types — Defined Benefit Versus Defined Contribution Entitlements
- Personal Entitlement Statement Review — Gathering End-of-Service and Pension Records
- Retirement Readiness Self-Check — Finances, Health, Purpose and Relationships
- Target Retirement Date Options — Early, Standard or Phased Exit

Day 2: Income Needs and Income Sources

- Retirement Spending Forecast — Essential, Lifestyle and One-Off Costs
- Replacement Ratio Calculation — Testing Income Against Final Salary
- Income Source Map — Pensions, Savings, Property and Part-Time Earnings
- Inflation Effect on Fixed Incomes — Protecting Purchasing Power Over Time
- Income Gap Analysis — Deciding Extra Saving or Later Exit

Day 3: Drawdown, Lump Sums and Longevity Risk

- Lump Sum Versus Regular Income — Weighing Flexibility Against Security
- Sustainable Withdrawal Rate Testing — How Much Savings Can Support Yearly
- Longevity Risk Buffers — Reserves for a Longer Than Expected Life
- Debt Clearance Before Exit — Mortgages and Loans Into Retirement
- Choosing Independent Financial Advice — Questions to Ask an Adviser

Day 4: Health, Lifestyle and the Phased Exit

- Health Cover Continuity — Medical Insurance After Leaving Employment
- Housing and Family Care Decisions — Downsizing, Relocation and Dependants
- Purpose and Time Structure Plan — Volunteering, Mentoring and New Learning
- Phased Retirement Agreements — Reduced Hours and Consultancy Roles
- Knowledge Handover Schedule — Passing Expertise to Successors

Day 5: Practising the Personal Retirement Readiness Plan

- Case Income Forecast Rebuild — Applying Day 2 Spending and Source Maps
- Case Drawdown Choice — Applying Day 3 Withdrawal Testing
- Exit Timeline Rehearsal — Applying Day 4 Phased Exit Options
- Conversation With Human Resources and Family — Presenting Choices and Agreeing Next Steps
- Personal Retirement Readiness Plan — Completing Income, Health and Exit Sections

Applying Retirement Transition Planning and Income Readiness After the Course

- Request up-to-date pension and end-of-service statements and complete the income source map.
- Agree a phased exit and knowledge handover schedule with your line manager and human resources benefits contact.

Retirement Transition Planning and Income Readiness Questions FAQ

What is retirement transition planning and income readiness, and why does it matter now?

It is preparing the move from salary to retirement income, health cover and new purpose. It matters now because retirements last longer and more choices about savings and withdrawals rest with the individual.

Which roles gain most from retirement transition planning and income readiness?

Employees within a few years of retirement gain most, alongside human resources benefits staff and line managers who agree phased exits and explain entitlements.

How does retirement transition planning and income readiness differ from a household budgeting course?

A household budgeting course manages monthly pay and debt during working life. This course plans the end of salary: replacement income, drawdown, longevity risk and a phased exit.

What do you bring back from retirement transition planning and income readiness?

You bring back a dated plan showing target income, income sources, a drawdown approach, health and housing decisions and an agreed exit schedule.

Retirement Transition Planning and Income Readiness: The Way Forward

The Personal Retirement Readiness Plan first informs the choice of retirement date and whether an income gap needs closing beforehand. Employees, their families and human resources benefits staff use it to agree income, health cover and handover steps. After the first year of retirement, the perspective worth revisiting is whether spending matched the forecast and the withdrawal rate still holds.