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COURSE BROCHURE

# Age-Inclusive Talent Management for a Multigenerational Workforce Training Course

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Abu Dhabi

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Registered in the United Kingdom and Saudi Arabia

# Age-Inclusive Talent Management for a Multigenerational Workforce Training Course

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Age-Inclusive Talent Management for a Multigenerational Workforce is a 1-week training course for talent officers, people officers and line managers who shape how people of every age are hired, grown and retained, ending with an age-inclusive talent plan. Longer working lives and tight skills markets mean four or five generations now share the same teams. Jupiter Prime Training offers this course in age-inclusive talent management.

## Why Age-Inclusive Talent Management Matters Now

Three forces push age-inclusive talent management up the agenda. Working lives are lengthening, so experienced staff stay longer while early-career entrants expect fast growth. Retirement waves in technical and specialist roles threaten knowledge that took decades to build. Employees at every career stage now ask for flexibility, from phased retirement to sabbaticals and caregiving breaks. Organisations that respond well keep scarce expertise, widen their candidate pools and reduce age-related friction; those that ignore it face sudden capability loss, biased hiring decisions and disengaged staff who feel their stage of life is overlooked.

## Who Gains Most from Age-Inclusive Talent Management

- Talent officers responsible for career paths, succession cover and internal mobility rules
- Recruitment officers who write job adverts, screening criteria and interview panels
- Line managers who balance workloads, flexibility requests and development across age groups
- Learning officers who design mentoring, reverse mentoring and expertise capture
- People officers who handle late-career conversations and retirement transitions

Mixed groups of talent officers and line managers from one organisation gain most, because career stage policies only work when managers apply them in daily decisions.

## Age-Inclusive Talent Management Capabilities

Participants learn to treat age as one dimension of career stage rather than a label, and to build practices that serve entrants, mid-career staff and late-career experts alike.

- Assess the age profile and career stage mix of a unit — workforce risk owners
- Design age-neutral job adverts, screening rules and interview panels — hiring managers
- Build structured knowledge transfer pairs between departing experts and successors — operations leaders
- Specify flexible career paths including lateral moves, bridge roles and phased exits — employees
- Apply late-career conversation guides that respect choice and plan handovers — line managers
- Communicate an age-inclusive talent case to senior leaders — budget holders

## Key Age-Inclusive Talent Management Terms

- Career stage — The phase of working life a person is in, defined by goals and needs rather than birth year.
- Age-neutral hiring — Recruitment practice that removes wording, criteria and processes that favour or exclude candidates because of age.
- Knowledge transfer pair — A structured partnership in which an experienced expert passes critical know-how to a named successor.
- Reverse mentoring — An arrangement where a junior employee coaches a senior colleague on skills or perspectives they hold.
- Phased retirement — A gradual reduction of hours or duties before full exit, keeping expertise available longer.
- Bridge role — A position that lets late-career staff advise, teach or assure quality instead of carrying full line duties.

## Age-Inclusive Talent Management Day by Day

### Day 1: Reading the Generational Landscape

- Age Profile and Career Stage Mapping — Where Retirement and Entry Risks Cluster
- Generational Stereotype Audit — Separating Evidence From Assumptions in People Decisions
- Career Stage Needs Matrix — Matching Entrant, Mid-Career and Late-Career Expectations
- Critical Expertise Loss Scan — Roles Where Departures Threaten Operations
- Employee Listening by Career Stage — Surfacing Hidden Friction Across Age Groups

### Day 2: Age-Inclusive Hiring

- Age-Neutral Job Advert Wording — Widening Candidate Pools Without Coded Language
- Screening Criteria Review — Removing Experience Caps and Graduation Year Filters
- Mixed-Age Interview Panels — Reducing Affinity Bias in Selection
- Returner and Second-Career Entry Routes — Attracting Experienced Career Changers
- Onboarding Paths by Career Stage — Fitting Induction to Prior Experience

### Day 3: Knowledge Transfer Between Generations

- Expertise Capture Interviews — Recording Tacit Know-How Before Departure
- Knowledge Transfer Pair Design — Linking Departing Experts With Named Successors
- Reverse Mentoring Schemes — Sharing Digital and Customer Insight Upwards
- Job Shadowing and Overlap Periods — Timing Handovers for Critical Roles
- Case Examples From Utilities and Hospitals — Contrasting Expertise Retention Approaches

## Day 4: Flexible Careers and Late-Career Planning

- Lattice Career Paths — Offering Lateral and Diagonal Moves Beyond Promotion
- Bridge Roles and Advisory Posts — Keeping Late-Career Expertise in Use
- Phased Retirement Options — Balancing Workforce Cover and Personal Choice
- Late-Career Conversation Guides — Discussing Plans Without Pressure or Assumption
- Flexibility Requests Across Life Stages — Caregiving, Study and Health Needs

## Day 5: Practising the Age-Inclusive Talent Plan

- Unit Age and Career Stage Profile — Applying Day 1 Mapping to Own Teams
- Hiring Practice Fixes — Applying Day 2 Reviews to Live Vacancies
- Expertise Retention Schedule — Applying Day 3 Pairs to Critical Roles
- Peer Challenge on Flexible Career Offers — Testing Day 4 Options Against Operations
- Age-Inclusive Talent Plan — Completing and Presenting the Final Plan

## Applying Age-Inclusive Talent Management After the Course

- Run an age-neutral wording review on the next three job adverts the unit publishes.
- Set up one knowledge transfer pair for the critical role with the nearest expected retirement.

## Age-Inclusive Talent Management Questions FAQ

### What is age-inclusive talent management and why does it matter now?

Age-inclusive talent management is the practice of hiring, developing and retaining people by career stage rather than age assumptions. It matters now because longer working lives and retirement waves place several generations in the same teams.

### Which roles gain most from age-inclusive talent management training?

Talent officers, recruitment officers and line managers gain most. Learning and people officers also benefit, because mentoring, expertise capture and late-career conversations sit with them.

### How does age-inclusive talent management differ from a general diversity and inclusion course?

A general diversity course covers many dimensions at policy level. Age-inclusive talent management focuses on career stages, generational knowledge transfer and late-career planning, with practical tools for hiring and retention.

### What do you bring back from age-inclusive talent management training?

You bring back a draft plan for your own unit covering its age profile, hiring fixes, expertise retention pairs and flexible career options.

## Age-Inclusive Talent Management: The Way Forward

The age-inclusive talent plan first informs which critical roles need knowledge transfer pairs before upcoming retirements. Talent officers, line managers and senior leaders use it to align hiring and career offers. After its first use, revisit how staff at each career stage respond to flexibility options, since uptake often reveals needs the profile missed.