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## Course Information

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**Course Title:** Succession Planning #368220

**Number of continuing education credit hours recommended for this course:**

**CPA:** 3 (All states)

In accordance with the standards of the National Registry of CPE Sponsors CPE credits have been granted based on a 50-minute hour.

National Registry of CPE Sponsors ID Number: 107615.

Sponsor numbers for states requiring sponsor registration

Florida Division of Certified Public Accountancy: 4761 (Ethics #11467)

Hawaii Board of Accountancy: 14003

New York State Board of Accountancy: (ethics) 002146

Ohio State Board of Accountancy: M0021

Pennsylvania Board of Accountancy: PX178025

Texas State Board of Accountancy: 009349

### Course Description

The *Succession Planning* course describes every aspect of succession planning – its advantages, the steps involved in operating the program, and ways to enhance its effectiveness. The course also addresses training systems for employees targeted for advancement, special issues related to succession planning for the chief executive officer position, and the measurements that can be used to determine the performance of the program.

**.Program Delivery Method:** NASBA QAS Self-Study (interactive)

**Subject Codes/Field of Study:** Personnel/Human Resources

Level: Overview

Prerequisites: None

Advance Preparation: None

### Course Content

Publication/Revision date: 7/21/2020.

Author: Steven M. Bragg, CPA.

Final exam: Fifteen questions (multiple-choice).

## Instructions for taking this course

**Note: Downloading the PDF of this course will enable Bookmarks for easier navigation (on the left side of the document window, open the bookmarks pane).**

You must complete this course within one year of the date of purchase (if you do not complete the course within one year, contact us to determine whether an updated edition of the course is available, in which case we will provide you with a PDF of the updated course and the online exam at no charge).

A passing grade of at least 70% is required on the final exam for this course. You may retake the exam if you do not pass it on the first attempt (no charge).

Complete the course by following the learning objectives listed below, studying the text, and studying the review questions at the end of each major section (or at the end of the course). Once you have completed studying the course and you are confident that the learning objectives have been met, answer the final exam questions (online).

## Instructions for Taking the Final Exam Online

- Login to your account online at [www.bhfe.com](http://www.bhfe.com).
- Go to "My Account" and view your course.
- Select "Take Exam" for this course and follow instructions.

### Additional Information

- The exam may be started, stopped, then resumed at a later date.
- The exam is "open book," it is not timed, and it may be retaken if not passed on the first attempt (no charge).
- Results (correct, incorrect answers) and certificate appear immediately upon passing the exam.

**Have a question?** Call us at 800-588-7039 or email us at [contact@bhfe.com](mailto:contact@bhfe.com).

## Learning Objectives:

- Recognize the costs of recruiting and onboarding.
- Specify who might be included in the different types of talent pools.
- Describe the characteristics of someone who is ready for promotion.
- Cite the differences between succession planning and backup planning.
- Recognize what constitutes leadership competency.
- Specify the indicators of a key position.
- Describe the techniques that can be used to make a succession planning program more effective.
- Cite the training methods that can be used to enhance employee capabilities.
- Recognize the uses to which coaching can be put.
- Describe the problems associated with hiring a CEO from the outside.
- Specify the characteristics of an insecure CEO.
- Identify the types of costs that can be incurred to replace an employee.
- Recognize the different causes of unavoidable turnover.
- Recognize the organizational structures that tend to block employee advancement.
- Specify the methods that can be used to retain employees.

## About the Author

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**Steven Bragg, CPA**, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young. He received a master's degree in finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been the two-time President of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written the following books:

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