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Course Information

Course Title: Succession Planning #368223

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: 0004761 (Ethics #0011467)

Hawaii Board of Accountancy: 14003

New York State Board of Accountancy: (for ethics) 002146

Ohio State Board of Accountancy: CPE .51

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.

Course Content

Publication/Revision date: 7/10/2023.

Author: Steven M. Bragg, CPA.

Final exam: Fifteen questions (multiple-choice).

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

Subject Codes/Field of Study: Personnel/Human Resources

Level: Overview

Prerequisites: None

Advance Preparation: None

Instructions for Taking This Course

- Log in to your secure account at www.bhfe.com. Go to "My Account."
- You must complete this course within one year of purchase (If the course is "Expired," contact us and we will add the latest edition of the course to your account (no charge).
- **To retain the course-PDF after completion (for future reference) and to enable enhanced navigation:** From "My Account," Download and save the course-PDF to your computer. This will enable the search function (Menu: Edit>Find) and bookmarks (icon on left side of document window).
- **Complete the course by** following the learning objectives listed for the course, studying the text, and, if included, 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 Online Exam

- Log in to your secure account at www.bhfe.com. Go to "My Account."
- A passing grade of at least **70%** is required on the exam for this course.
- You will have three attempts to pass the exam (call or email us after three unsuccessful attempts for instructions).
- The exam is not timed, and it does not need to be completed in one session.
- For a printed copy of the exam questions, open the exam and press "Print Exam."
- Once you pass the exam, the results (correct/incorrect answers) and certificate of completion appear in "My Account." A confirmation email is also sent.
- CFP Board and IRS credit hours, if applicable, are reported on Tuesdays and at the end of the month.

Have a question? Call us at 800-588-7039 or email us at 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

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 a 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 more than 250 books and courses, including *New Controller Guidebook*, *GAAP Guidebook*, and *Payroll Management*.

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