**ELEMENT 4: ACTIVITY 9: LO4**

**Individual Activity: Revision**

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| 1. Define these key terms: (a) Workforce planning

(b) Succession planning(c) Talent management(d) Competencies(e) Talent pools1. For **each** of those five key terms, explain, in no more than a couple of sentences how they can contribute to the best use of the organisation’s people, to meet budget and business delivery challenges.
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