**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 pools   1. 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. |