BUSINESS SUCCESSION PLANNING

Training Time: 9.00am – 5.00pm
Mode: Classroom
Digital Certificate of Attendance will be awarded to participants who complete the course.

INTRODUCTION

Business Succession Planning is a crucial process that ensures the smooth continuation of a business upon the retirement, disability, or death of an owner or partner. This course helps business owners, directors, and partners understand how to safeguard their company's value through structured buy-sell agreements, trust mechanisms, and funding strategies.

Participants will gain insights into how a *Business Value Protection Trust (BVPT)* can protect their family's financial security and ensure fair, smooth transfer of ownership.

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Understand the key risks of not having a succession plan.
- Identify critical events that can trigger a business buyout.
- Learn the components of a BVPT and how it works.
- Recognize the importance of valuation, funding, and legal documentation.
- Explore how life insurance can be used as a funding tool for business succession.
- Apply best practices for creating a win-win exit plan for all stakeholders.

METHODOLOGY

Interactive Lecture • Case Study • Group Discussion • Scenario Planning

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WHO SHOULD ATTEND

- Business Owners & Partners
- Company Directors
- Financial Planners / Advisors
- Entrepreneurs & SME Founders

COURSE CONTENT

Day 1:

9.00am – 11.00am
Module 1: Program Opening & Introduction

- Setting course expectations and objectives
- Overview: Why Business Succession Planning matters
- Identifying the common problems when a business owner exits unexpectedly
- Group Discussion: “What happens if my partner leaves the business tomorrow?”

11.00am – 1.00pm
Module 2: Understanding Business Value Protection Trust (BVPT)

- Concept and purpose of BVPT
- The 5 key challenges in business continuity:
    1. New partnership with heirs
    2. Business disruption
    3. No market for shares
    4. Financial hardship for family
    5. No funding for buyout
- Case Study: How BVPT resolves these challenges

1.00pm – 2.00pm
Lunch Break

2.00pm – 4.00pm
Module 3: BVPT Structure and Implementation

- Steps in implementing BVPT:
    1. Business valuation
    2. Determining funding method

3. Entering a Buy-Sell Agreement
4. Executing Power of Attorney
5. Setting up the Trust Deed

- Understanding funding options: Life Insurance, Cash, Borrowing
- Practical Activity: “Design Your Own Business Exit Plan”

4.00pm – 4.45pm
Module 4: Advantages of BVPT

- Ensuring fair market value and smooth transition
- Protecting beneficiaries and business partners
- Converting non-liquid business assets into cash
- Real-life case examples of successful BVPT implementations

4.45pm – 5.00pm
Wrap-Up & Q&A

- Key takeaways
- Action plan for business succession
- Course summary and evaluation