

Succession Planning Starter Kit

Starter Kit Includes:

- CEO Succession Plan
- Key Employee Development
- Workforce Talent Matrix

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CEO SUCCESSION PLAN

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CEOs and Business Owners must prepare for their succession years in advance. Without preparation your business may risk devaluation or survival after your departure. Start by analyzing your role first.

CEO ROLES & RESPONSIBILITIES

Exit Target Date: _____

Rank by impact to business	Responsibility	Reason for having responsibility? P=Passion US-Unique Skill/Strength C=Control O=Other (explain)	% of time spent	Who could this be transferred to today or in future?	How would this responsibility be transferred? And how long would it take to transfer?

KEY EMPLOYEE ASSESSMENT

by Beth Armknecht Miller



Strong human capital processes are critical to a company going through change. One of the most important processes is assessing key employees' potential and how they will fit into your future strategic plans.

KEY EMPLOYEE ASSESSMENT

Name: _____

Title: _____

Current Age: _____

Age at CEO target exit date: _____

*Attach Job Responsibility and Accountability Description
Attach Professional Development Plan*

Current Job Performance (0-10): _____

See Workforce Talent Assessment Matrix

Advancement Potential (0-10): _____

See Workforce Talent Assessment Matrix

Desire to be an owner (Yes/No/Unclear)

Desire to be CEO (Yes/No/Unclear)

Ability to be CEO (Now/In X Yrs/Never)

See Position Analysis Worksheet

WORKFORCE TALENT ASSESSMENT MATRIX

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There is a difference between performance and potential in the workplace. Understanding the differences will guide you to make better hiring and redeployment decisions.

PERFORMANCE	5	<p>High level of performance and has reached potential in the organization</p> <p>NEXT STEP: engage in training and mentoring others, provide challenging new assignments, and reward and recognize</p>	<p>Potential for immediate one level promotion-determine individual contributor or management position.</p> <p>NEXT STEP: refer to Strategic Workforce Plan to identify opportunities that will provide new challenges and experiences. Engage employee in process. Reward and recognize</p>	<p>Talent valuable to future success of organization, immediate advancement 1-2 levels and potential for senior level succession.</p> <p>NEXT STEP: look for promotion opportunities, executive level project assignments. Reward and recognize</p>		
	4	<p>Reliable, good work and has reached potential in organization</p> <p>NEXT STEP: motivate, challenge, and engage with projects and assignments</p>	<p>Steady, reliable work with the ability to perform at higher level</p> <p>NEXT STEP: new assignments to challenge and grow, coaching and development</p>	<p>Valuable talent with future advancement opportunities</p> <p>NEXT STEP: refer to Strategic Workforce Plan and look for openings with growth and new experiences</p>		
	3	<p>Not meeting performance standards and job potential has been met</p> <p>NEXT STEP: set tight performance improvement plan or release from employment</p>	<p>New employee or new position, organization may have out grown employee, unable to adjust to changes</p> <p>NEXT STEP: continue targeted onboarding, orientation, and development. Manage to clear performance expectations</p>	<p>New employee or new position in company. Potential wrong fit.</p> <p>NEXT STEP: manager and HR intervention, provide targeted development and/or coaching</p>		
		1	2	3	4	5
		POTENTIAL				