

Organizational Succession Planning

Key Position Title:						
Held By:						

Candidates Ready Today						
Near Term Candidates (Ready in 1-3 Years)						
Future Candidates (Ready in 5+ Years)						

Using This Template:

1. List the leadership and key positions within your organization and the present holder of the role.
2. Identify the various individuals within your organization that could readily step into the given leadership roles immediately should a vacancy arise.
3. Using the 9-box grid, identify those high potentials who could step into a given leadership role soon (1-3 years) after some development, mentoring, and coaching.
4. Using the 9-box grid, identify high potentials who would be long-term successors to leadership positions (5+ years) following training and development activities.
5. Individuals may be listed at multiple locations, based on their career interests and goals.
6. Review this list annually; consult the list as vacancies and changes in your organization occur.