

SUCCESSION PLANNING ROADMAP

PHASE TWO: IDENTIFY

The Identify Phase involves defining key positions, core competencies, and employee potential.

Step 1:

Identify the key positions that are critical for your company today and for the next 3-5 years.

Step 2:

Identify competencies in your employees such as: observable skills, knowledge, capabilities, and motivators.

PHASE FOUR: DEVELOP

The Develop Phase is the time when you and the employee (whom you defined as a high performer) work together in order to co-create a development plan. This is to ensure that he or she is prepared for success in their current and future positions.

Step 1:

Fill in the gaps in competence that you've identified in your employees with training and/or other resources.

PHASE SIX: RECOGNITION

The Recognition Phase will help you assess development progress and make decisions on promotions.

Step 1:

Monitor your employees' current performance and his or her readiness to be successful in future roles.



Step 2:

When succession planning goals are met, recognize and reward those who were part of the success.

PHASE ONE: PREPARE

The Prepare Phase is laying out the foundation for your plan.

Step 1:

Identify the member of your succession planning team such as leaders from HR and members of your talent pool.

Step 2:

Make sure your succession plan is ready for implementation.

PHASE THREE: ANALYZE

The Analyze Phase is the process where you evaluate your talent pool in order to determine the following: the high performers and those with high potential. This process also includes assessing gaps in competency for each employee.

Step 1:

Arrange a conversation between the leaders of your organization and your employees.

Step 2:

Analyze the gaps in competence that are necessary for your employee to be successful in his or her key role.



PHASE FIVE: RECRUIT

The Recruit Phase focuses on being prepared to successfully hire external resources to fill key positions which have not yet been filled in your organization.

Step 1:

Recruit with the goal of filling in a high-level position that involves deep functional knowledge and expertise.

Step 2:

Identify competencies in your employees such as: observable skills, knowledge, capabilities, and motivators.