



Succession Planning

Succession planning is a process for identifying and developing new leaders who can replace other leaders when they are promoted, leave, retire, or otherwise become unable to continue in their current role.

Succession planning increases the availability of experienced and capable employees that are prepared to assume these roles as they become available. Succession planning enables the organization to plan for changes in personnel to ensure seamless transitions.

Succession planning helps the organization prepare for all contingencies by preparing high-potential employees for advancement.

The purpose of this module is to help the learner build an actionable succession plan for their organization. The module presents a step-by-step process for creating a manageable succession plan.

Outcomes

1. Define succession planning.
2. Understand the importance of succession planning.
3. Develop the rationale for a succession plan for an organization.
4. Know the responsibilities and duties in succession planning.
5. Develop a key position chart.
6. Develop career planning goals.
7. Write position descriptions.
8. Develop a coaching and mentoring plan for key employees.
9. Manage a succession plan.
10. Communicate a succession plan.

Recommended Learners

Higher Education

- Undergraduate Students
- Graduate Students

Business, Industry, Nonprofits, & Agencies

- Senior Leaders
- Human Resource Managers
- Entrepreneurs

Leadership Succession

In a well-managed organization, replacements for mid-level and senior leaders are identified using a structured process of identifying and grooming people to replace them. Succession planning is vital to the long-term health of an organization and is, therefore, an important responsibility of senior leadership. Companies without succession plans are more vulnerable to losing intellectual capital as well as the direction, inspiration and wisdom provided by existing leaders.



Succession planning is linked to leadership development in two important ways. Firstly, being groomed as a successor is part of a person's development plan, and secondly, the support and monitoring of successor's development is part of a manager's own development.

One area that requires special attention is selecting a successor for the chief executive. While the basic process is the same as for other positions and standard good hiring practices will apply, typically organizations pay extra attention to all aspects of the process and often engage external resources and expertise.

An example of a learning event in our Leading Edge Learning modules. The types of instructional content within the modules include: readings, videos, transcripts, audios, interactive questions, offline application exercises, flash cards, narrated presentations, matching exercises, relevant articles, downloads, a final exam, and other activities designed to engage learners based on recognized science of learning educational concepts.

Applications and Best Practices

Higher Education

- ✓ Include within a course on organizational development, human resource management, succession planning, or organizational staffing.

Business, Industry, Nonprofits, & Agencies

- ✓ Use the module to develop a succession plan for the organization.

Pricing

Module is Approximately 12-15 Learner Hours

1-100 Learners per Year
\$150 per Learner

101-500 Learners per Year
\$140 per Learner

500+ Learners per Year
\$130 per Learner