

# Leadership Succession Planning

This playbook outlines the key steps in preparing for future leadership needs. It ensures continuity in leadership roles by identifying and grooming potential successors.

## Step 1: **Identify Needs**

Assess current and future leadership needs by considering company goals, upcoming changes, and retirements.

## Step 2: **Define Roles**

Outline specific roles and responsibilities for future leaders, detailing the skills and experiences required.

## Step 3: **Spot Talent**

Identify internal and external candidates with leadership potential through performance evaluations and feedback.

## Step 4: **Develop Talent**

Create individual development plans for high-potential candidates, including training and leadership development programs.

## Step 5: **Mentorship Program**

Pair potential leaders with current leaders for mentoring, knowledge transfer, and to build key relationships.

## Step 6: **Evaluate Progress**

Regularly review the development progress of candidates and update succession plans as needed.

## Step 7: **Communicate Plan**

Share the succession plan with key stakeholders to ensure transparency and alignment.

## Step 8: **Transition Support**

Provide support during leadership transitions to maintain stability and continuity.

# General Notes

## **Diversity**

Ensure the succession planning process values diversity and includes a broad representation of talent.

## **Flexibility**

Be prepared to revise succession plans as organizational needs and individual capabilities evolve.