



## Succession Planning Toolkit

➔ STEP 1 Identify significant business challenges in the next 1







## STEP 4: Identify high potential employees

After you have evaluated the mission critical positions, the next step is to consider if there are current staff members ready to successfully assume the role or could grow into the role in time. Utilize the 9 Box tool to help determine high potential employees. If you are conducting this succession planning exercise as a leadership team, be willing to have honest conversations and remember that just because an individual is not identified as high potential do (e)7.9 (m)-6../0.8 (t(e)7.9 g)13.1 (o (n)2.3 u(o (1u)2.2 34(atB7.





## STEP 5: Career Development Plan

After you have identified your high potential employees and developed a basic action plan, the next step in the succession planning process is to fully create the employee's career development plan. Preparing an individual to progress in the organization is a multi-step process. It often takes a combination of formal training, coaching, job rotation, leadership development and reach assignments.

Managers and executive leadership play a key role in creating access/removing barriers assignments and providing honest feedback along the way. Managers should be having ongoing career development conversations with all employees in addition to their annual performance reviews. Career development conversations with high potential employees should be focused on closing the gaps and/or strengthen existing skills and competencies.

Please utilize the [Career Development Plan](#) found on the Employee Toolkit. For any questions or to set up a 1:1 Career Development appointment, please contact the Training and OD team [Development Consult Request](#)