

Sample Succession Planning Policy

The following is a simple outline for a succession planning policy.

Goals

1. To ensure high quality replacements for those individuals who currently hold positions that are key to our organization's success. The positions targeted will be mainly at the management level but may also include those at other levels, as identified by managers.
2. To identify individuals within our organization who hold the skills and potential to rise within the company and to nurture their advancement.

Procedures

The succession planning program will be carried out as follows:

In January and June of each year, the CEO will meet with all departmental managers. At that meeting each manager will:

- Present a review of their departmental succession plan.
- Identify key positions and incumbents targeted for succession planning. This will include an analysis of planned retirements, predictable turnover, etc.
- Identify individuals who show the potential needed for progression into the targeted positions and leadership within the company.
- Outline the actions taken in the previous six months to prepare identified individuals to assume a greater role of responsibility in the future.
- Outline the actions to be taken in the next six months to prepare individuals to assume a greater role of responsibility in the future.



Paul Loftus - Paul retired from his career as a senior member of the public service at age 55. Not yearning for a new career, he sought and found a part-time job. For six years Paul has been a welcoming face at London's Hilton Hotel where he is an official Beefeater.

What if You Got Hit by a Beer Truck?

One London company, Voyageur Transportation, titled their very successful succession planning program, "If you got hit by a beer truck, what would happen to your department?"

In management meetings and training programs, the question was consistently repeated to drive home the importance of succession and mentoring programs.

