

Is your succession plan set up for success?



Whether you believe you have Succession Planning under control or that your Succession Planning is on life support, the following *Succession Planning: Success Checklist* is a quick measure of the maturity level of your Succession Planning and what areas need to be improved.

Executive Support

- Is your Succession Planning initiative supported by your CEO?
- Is Succession supported by the entire leadership team?

Process

- Do you use a proven Succession Process?
- Is that process easy to understand?
- Are you confident in your ability to explain the process at all organizational levels?

Communication

Are you consistently communicating the plan to:

- ... all members of the organization?
- ... management?
- ... individual succession candidates?
- Do you have formal conversations with leadership on their plans for retirement?
- Are leaders prepared to have candid discussions with their team regarding each candidate's readiness?
- Do leaders have the right tools to support development discussions with their successors?

Documentation

- Is your Succession Plan formally documented?
- Does the leadership team review the Succession Planning document (at least) annually?
- Is your Succession Planning document updated (at least) annually?
- Does your Succession Plan include:
 - ... detailed Success Profiles for each leadership role?
 - ... populated Succession Benches for each leadership role?
 - ... Successor Profiles for each Succession Candidate?
 - ... Development Plans for each Succession Candidate?
 - ... documented metrics to gauge the success of your plan?

Accountability

- Does your plan include detailed timelines and deliverables?
- Do you have a process in place to hold participants accountable?
- Do you have a scheduled annual review that includes your entire leadership team?

The Long Game

- Is the Succession Plan aligned with the organization's long-term Strategic Plan?
- Is there a plan in place for multiple levels of the organization (i.e., not just the CEO)?
- Are recruitment, hiring, and talent development aligned with your Succession Plan?
- Are Success Profiles built with the future in mind?
- Are you focused on developing pools of talent for each role vs. identifying one successor?

Your Score

- <10** At risk for unexpected personnel loss and disruptions
- 11–15** Demonstrates a need for improvement
- 16–20** Solid foundation with room to grow
- 21+** Developed plan with minor adjustments needed

Regardless of your score above, our *Succession Planning Launch Series* can help. With just two separate half-day workshops, our series delivers a comprehensive full-year implementation plan customized for each member of your executive team. Find out more here.