

Succession Management Plan

Instructions: The manager currently occupying the key position completes Steps One and Two and distributes to all staff reporting directly to him or her. Each of these staff members then works with their manager to complete an Individualized Learning Plan and monitor progress.

Step One: *Identify a Key Position for Succession _____*

Step Two: *Identify Competencies, Responsibilities, Duties, Tasks, and Essential Job Functions of this Position. Then list specific examples of how these competencies, functions, etc. are exhibited in this job.(Use additional pages as necessary).*

| Competency, Responsibility, Duty, Task, Essential Job Function | Behavioral Examples |
|---|---------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Signature of Key Position Manager

Date

Step Three: *Employee completes an Individualized Learning Plan with the assistance of manager.*

Step Four: *Employee assesses ability by verifying that he/she has closed developmental gaps with assistance of manager. This information is also recorded on the Individualized Learning Plan.*

Step Five: *Manager evaluates success by monitoring developmental activity of employees, meeting with your manager to discuss internally filled positions and the success of the employees working in those positions.*