

Create a Succession Plan for Your Leadership Role

Succession planning is an important way to build organizational resilience. It's not just about filling open positions—it's also about **identifying and cultivating candidates who are ready to take on a leadership role**. To build powerful succession plans, you can look out into the future to determine who can grow into these leadership roles, and build plans to support their development.

As you consider successors, demonstration of competencies should be one of several inputs, along with alignment to core values and beliefs.

This succession-planning template provides the following:

- A framework that you can use to flesh out who on your team could be potential candidates for your leadership role.
- Questions to consider to help determine the candidates who are most ready—and who need more development—to fill your role.
- A template for you to use to walk through the steps to building a leadership pipeline for your role.

Getting Started: Questions for Reflection

POSITION AND NAME		INTERIM	SUCCESSION PLAN		
Position	Incumbent Name	Short-term replacement (less than 3 months)	Ready-now candidate(s)	1-2 years candidate(s)	3+ years candidate(s)
Your position	Your name	Name(s) of people to fill in	Name(s) of candidate(s)	Name(s) of candidate(s)	Name(s) of candidate(s)

If my role needed to be filled for less than 3 months, who within my organization would take over part or all of my role?
 - This is often more than one person, each filling a part of the absent person's role

Does anyone at my organization **already demonstrate** readiness to take on my role?

Is anyone at my organization on a trajectory to be ready to take on my role in **1-2 years?**

Is anyone at my organization on a trajectory to be ready to take on my role in **3+ years?**

As you assess readiness, consider demonstration of:
 - Core and leadership competencies
 - Context-specific competencies
 - Core values and beliefs

