

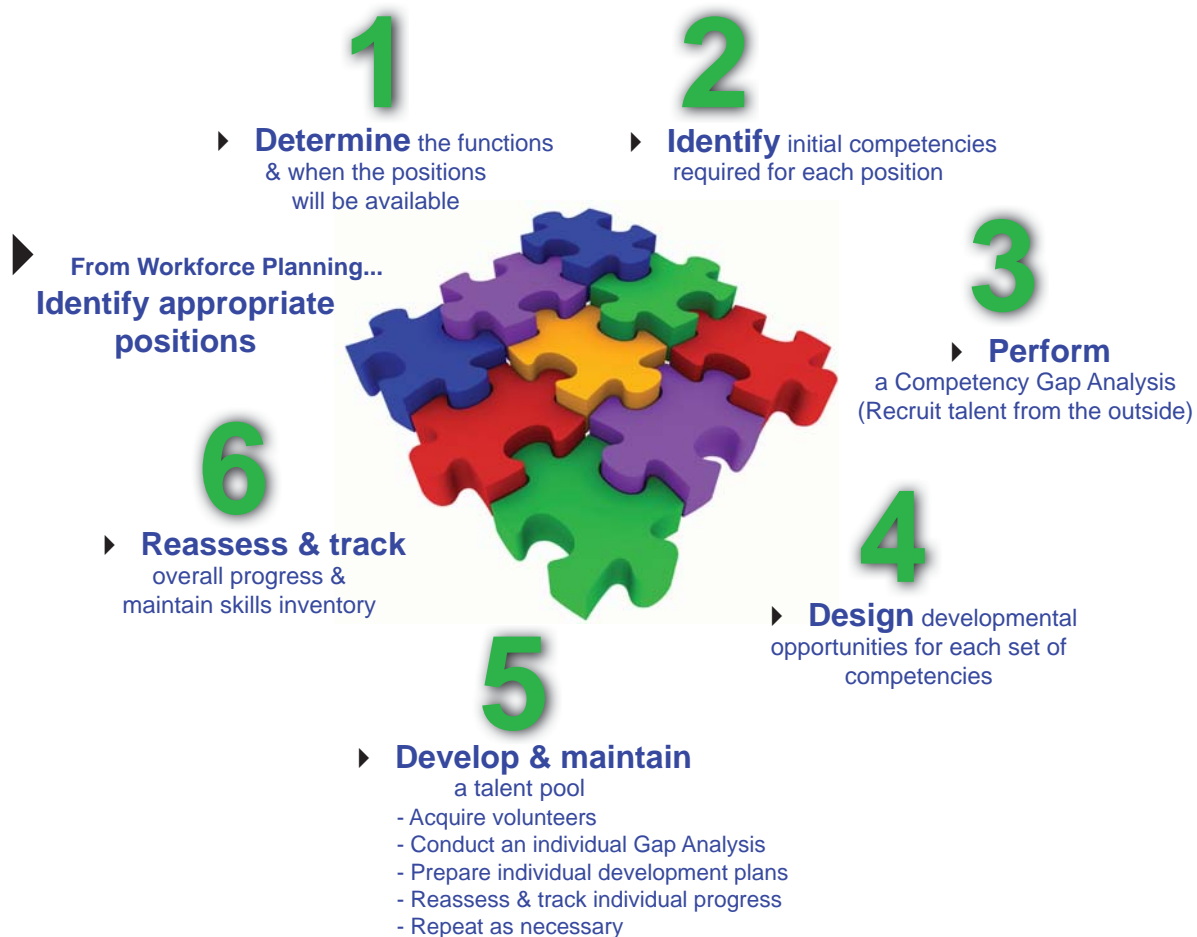
Succession Planning

What is Succession Planning?

In organizational development, succession planning is an ongoing and future-focused process used to map out a specific strategy to achieve the organization's mission, initiatives and goals through its workforce. The progression involves assessing future personnel needs, identifying required competencies, and assessing, developing and retaining a team of talented employees to ensure continuity of leadership in mission-critical positions.

Succession planning is a methodology that aides leadership in identifying organizational knowledge that will be lost due to attrition, promotions, and retirement. This methodical process helps in identifying and preparing suitable employees through mentoring, training and job rotation to replace key players as they leave the organization. Succession planning is a tool that meets the critical staffing needs of an organization/department by assessing the quality and quantity of available candidates by reviewing competencies and skill gaps. A careful and considered plan of action ensures the least possible disruption to the organization's effectiveness.

The graphic below illustrates an effective methodology than can be utilized in succession planning in an organization.



Methodology

Momentum works with your organization to accomplish the key steps in Succession Planning methodology. These activities include:

Review Position Availability and Job functions

- Review the job functions of a specific position and the anticipated future work required
- Identify the expected impact of real and anticipated changes in functions and new technologies on future job requirements

Identify Required Position Competencies

- Determine the attributes that contribute to excellent job performance
i.e. knowledge, aptitude, skill, ability, motivation, self-control, attitude, values, initiative, work style

Perform Competency Gap Analysis

- Identify skill-sets that will be required for future positions within the organization
- Identify the gaps between future needs and current employee skill sets
- Document the gaps which represent the competencies for which developmental opportunities should be identified

Design Training for Each Necessary Skill Set

- Customize opportunities to develop each of the skill sets to the needs of the individual(s)

Maintain and Build Up a Pool of Talent

- Bring volunteers on board
- Perform an individual Gap Analysis
- Prepare individualized development plans
- Review and track individual progress

Assess and Review Progress and Retain Skills

- Monitor skills and needs continually to identify gaps and develop plans to meet any deficiencies
- Record individual progress over time to make changes to developmental opportunities
- Assess current and future needs and maintain a record for developing individuals and groups

Contact

Momentum is a local Pennsylvania business with global reach. We employ full time principal and senior consultants with a unique combination of expert skills in training and facilitation for executive and mid-level management. For more information about how Momentum can help your organization produce results, contact us at (717) 214-8000 or via email at info@m-inc.com.

