WHY DO COMPANIES NEED **SUCCESSION PLANNING?**



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Step 1: Assess and update job descriptions

- Locate existing job descriptions- create log
- Update for current reality
- Future-cast aligned with program and strategic goals
- Create job descriptions for gap positions (Development, RC1,2,3, GIS PT>FT)
- Job Description is the ‘cover page’ for the key task document and source for talent analysis

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Step 2: Assess Talent

- Assess talent against job descriptions
- Assess for potential cross training
- Assess for leadership potential

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Step 3: Key Task/Position Detail Documentation

- Template will be provided
- Staff will be primary author
- LT will assess staff input against job descriptions and include future-casting
- Use tech to capture key knowledge and communication. (TEAMs, onePassword,drives, etc)

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Step 4: ID Successors and Create Development Plan

- Identify positions that require successor
- Identify successors
- Identify knowledge & skill gaps
- Identify necessary knowledge, skill & competency development areas
- Establish development plan, identify resources, create implementation timeline

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Step 5: Implementation

- Gather resource and move forward with professional development as outlined in the priorities.
- Provide opportunities for staff to grow and carry responsibilities.