 [**Employee Development Plan Templates**](https://teamflect.com/blog/performance-management/employee-development-plan-template/)

**-SUCCESSION PLANNING TEMPLATE-**

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| **Identify Key Positions:** |
| * List critical positions within the organization that require succession planning. |
| * Determine the importance of each position in terms of organizational strategy and impact. |

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| **Succession Candidates:** |
| * Identify potential successors for each key position. |
| * Consider current employees with relevant skills, experience, and potential for growth. |
| * Assess their readiness for advancement and ability to assume higher-level responsibilities. |

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| **Development Needs:** |
| * Conduct a gap analysis for each potential successor. |
| * Identify the skills, knowledge, and [performance review competencies](https://teamflect.com/blog/performance-management/performance-review-competencies/) required to excel in the targeted positions. |
| * Determine the areas where each individual requires development and improvement. |

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| **Development Strategies:** |
| * Create Individual Development Plans (IDPs) for each potential successor. |
| * Outline specific development objectives and actions to address skill gaps. |
| * Align development opportunities with the needs of the targeted positions. |

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| **On-the-Job Development:** |
| * Assign challenging projects or special assignments to develop critical skills. |
| * Provide opportunities for [cross-functional teams](https://teamflect.com/blog/performance-management/cross-functional-teams/) to form in order to help succession candidates gain exposure to different areas of the organization. |
| * Pair potential successors with mentors or senior leaders. |

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| **Succession Plan Review:** |
| * Conduct periodic reviews to evaluate the progress of each potential successor. |
| * Assess their development against the identified objectives and performance expectations. |
| * Revise the succession plan as needed based on individual growth. |