

Succession Planning

Succession Planning

- Why is succession planning important?

Indispensable Qualities of a Leader

- | | |
|-----------------|---------------------|
| ■ Character | ■ Passion |
| ■ Charisma | ■ Positive Attitude |
| ■ Commitment | ■ Problem Solving |
| ■ Communication | ■ Relationships |
| ■ Competence | ■ Responsibility |
| ■ Courage | ■ Security |
| ■ Discernment | ■ Self-Discipline |
| ■ Focus | ■ Servanthood |
| ■ Generosity | ■ Teachability |
| ■ Initiative | ■ Vision |
| ■ Listening | |

Indispensable Qualities of a Leader

- **Charisma – The first impressions can seal the deal**

Indispensable Qualities of a Leader

- **Commitment – It separates doers from dreamers**

Indispensable Qualities of a Leader

- **Communication – Without it you travel alone**

Developing excellent communication skills is absolutely essential to effective leadership. The leader must be able to share knowledge and ideas to transmit a sense of urgency and enthusiasm to others.

— Gilbert Amelio, President & CEO of National Semiconductor Corp.

Indispensable Qualities of a Leader

- **Competence – If you build it they will come**

Indispensable Qualities of a Leader

- **Listening – To connect with their hearts, use your ears**
- **Relationships – If you get along, they'll go along**

Indispensable Qualities of a Leader

- **Teachability – To keep leading, keep learning**

Qualities Leaders Possess

- Positive
- Role models
- Sensitive and caring
- Mentors
- Simplify bureaucracy (KIS)
- Accept challenges for the future

Leaders Make it Happen

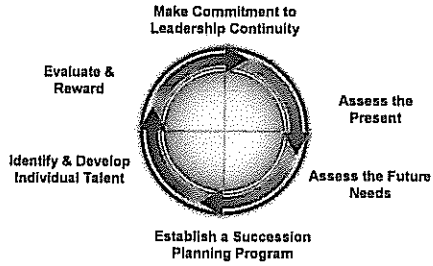
- An effective leader:
 - Is alive with spirit/enthusiasm
 - Has passion during the time in office
 - Makes the meetings useful, timely, and educational
 - Asks the members what they want/need/expect from the Chapter
 - Meets the needs of the members
 - Sets an example that others may choose to follow

Leaders Are Visionaries

- Adapt your leadership skills to the path of the future

- Recognize need for effective succession planning through:
 - Encouragement
 - Education
 - Sharing of knowledge

Circle of Leadership



Succession Planning Steps

- Strategic goal setting
- Laying a solid foundation
- Keep your eyes on the horizon...be forward thinking

Strategic Goal Setting

- Where are we going?
- How do we want to get there?
- Who will take us there?

Laying a Solid Foundation

- **Communicate**
 - Process
 - Requirements
 - Benefits
- **Focus**
- **Simplify**

What is Succession Planning?

- Having the right people in the right place at the right time
- An ongoing process of identifying and developing future leaders
- An opportunity to create standards for qualifications and competencies for future leaders
- Providing understanding to members of the potential leadership paths available and development needs

Succession Planning is a Process

- The purpose and need for succession planning
- Timeframe and commitment involved
- Resources available
- Vision and mission
- How it will support the strategic plan of the association

Succession Planning

- **Future Plans**
 - Succession planning begins the moment you are elected
 - Focus on your resources (members)
 - Build on their strengths

Succession Planning Provides Opportunities

- **Needs assessments**
 - Assesses members' feelings
 - Remedy any past problems
 - Plot successful future courses

Developing Future Leaders

- **Leaders create a comfortable environment for members**
- **Delegate and relinquish power to other members**
 - Relinquishing will multiply members' strengths
 - Delegating builds confidence and encourages members to take risks

Pitfalls to Avoid

- Lack of leadership
- Lack of communication
- Lack of understanding
- Making assumptions about future growth

Mentoring

- What is it?
 - Structured, trusting relationship
- What do mentors do?
 - Provide individuals with
 - Support
 - Counsel
 - Friendship
 - Reinforcement
 - Constructive Example
 - Are good listeners who want to help individuals develop

Mentoring

- Deliberate learning is a cornerstone
- Both failure and success are powerful teachers
- Leaders need to tell their stories
- Development matures over time
- Mentoring is a joint venture

Mentoring

- Chapters need to provide leadership that mentors and attracts members
- Successful mentoring must be developed and managed
- It's an important responsibility for all members
- There's no magic recipe, mentoring grows and evolves

Mentoring

- Mentor & mentee share responsibility and move forward together
 - Show belief in the whole system
 - Show respect for the individual and each other
 - A mentor must
 - Coach, guide, redirect, and teach
 - Discourage complaints, encourage solutions
 - Criticize privately, praise publicly
 - A mentee must be open to challenges presented to help them grow

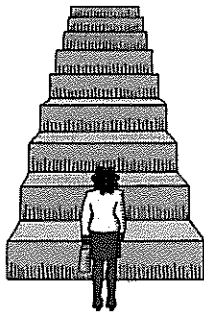
Individual Development Plan

- Tool to help develop and motivate an individual
- A focused and individualized approach to determine needs
- Member of Excellence criteria

Forward Thinking

- Ongoing Discussion
- Continuous Evaluation
- Leaving a Legacy

Where to next?

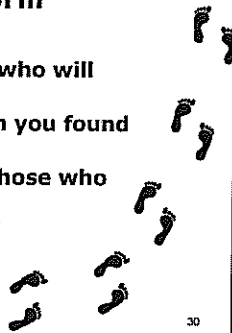


Good leaders must first
become good servants.
-- Robert Greenleaf

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RESPONSIBILITIES OF LEADERSHIP

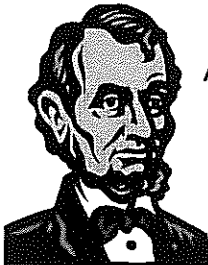
- Leave tracks
- Pave the way for those who will follow
- Leave things better than you found them
- Make things easier for those who will follow
- Share "lessons learned"



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Thoughts to Remember

- Leaders are energetic people who inspire others by example
- Leaders foster collaboration
- Leaders can make a positive difference in someone's life



A leader takes people where they want to go.

A great leader takes people where they don't necessarily want to go... but ought to be.

-- Rosalynn Carter

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In Closing

- Leaders develop a vision for moving members forward!
- Succession planning begins the moment you are elected!
- Mentoring new leaders will make your succession planning a success!

Succession Planning

Sources:

- Adapted from presentation done by Irene Keras, Past President, South Jersey Chapter IAAP (originally presented by Anita Reed Seminar Post-Convention Leadership Workshop on July 18, 2001).
- 1997-2008 AR-OK Leadership Training Presentation
- *The 21 Indispensable Qualities of a Leader* by John C. Maxwell
- *Systematic Succession Planning* by Rebecca Luhn Wolfe, Ph.D.
- *Succession Planning Basics* by Christee Gabour Atwood
- Websites: www.mentoring.org; www.aonlc.net/~wfreeman/mentor
