



SRA INTERNATIONAL  
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# Succession Planning – Where Do I Start?

# Meet the Presenters

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# Learning Objectives

At the end of the session participants will:

- Understand the importance of Succession Planning
- Determine what a succession plan should include
- Identify methods to build/develop career paths internally
- Discover options to develop staff for succession success

# What is Succession Planning?

- “. . . a strategic process that helps businesses ensure continuity and leadership by identifying and developing internal candidates to fill key roles.”  
*(AI Overview)*
- “A proactive strategy for identifying and nurturing high potential employees to fill critical roles when current leaders move on to other roles, leave the company, are fired or die.” *(Monique Verduyn – AIHR)*
- “The process whereby you identify new leaders and develop them to take over the role of the incumbent.” *(Ivan Andreev – valamis.com)*
- “. . . the process of identifying the critical positions within your organization and developing action plans for individuals to assume those positions.”  
*(University of Washington Human Resources)*



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# Why Is It Important?

- Plan for the future
- Avoid lapses in key leadership roles
- Minimize disruption in operations
- Maintain stability within the organization
- Ensure continuity of services
- Provide career path for internal staff

# Process for Creation of a Succession Plan

- Identify critical and vulnerable positions
- Identify potential timeline for position vacancies
- Plan for the unexpected in case someone wins the lottery 😊
- Assess the talent pool within the organization
- Define options for a future structure
- Define options for career paths
- Provide talent with development opportunities

# Developing Career Paths

Allows for  
internal  
growth and  
natural  
succession

Creates a  
roadmap to  
align with and  
facilitate staff  
aspirations

Demonstrates  
potential career  
growth options  
for staff

Creates  
opportunities  
for internal  
mentorship  
among staff  
and leadership

Cost-effective and beneficial to develop talent internally



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# Developing Staff for Succession Success

Create a Career Development Plan

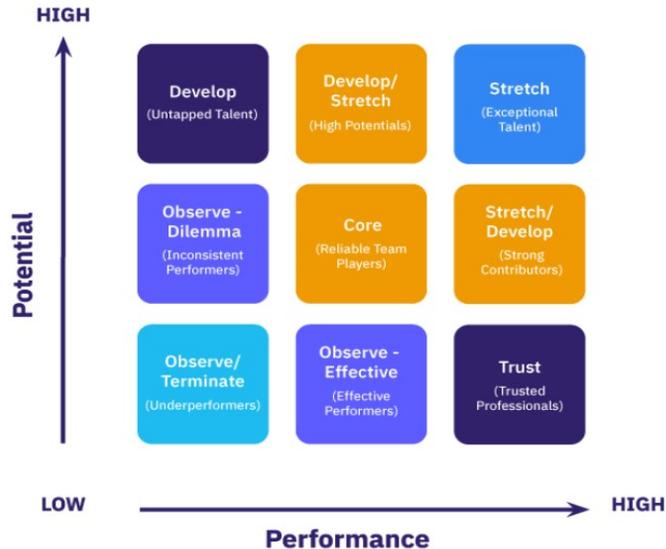
Set SMART career goals ([Specific-Measurable-Achievable-Realistic-Time-bound](#))

Provide opportunities for learning & development

Identify a mentor/career coach

# Succession Plan Example

## 9 Box Grid



The 9-box grid is most commonly used in succession planning as a method of evaluating an organization's current talent and identifying potential leaders. (SHRM)



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