

## Succession Planning Ideas

Add Talent Manager position to your board and a talent review group/committee

Use 9-box exercise to assess performance and potential:

P E R F O R M A N C E	<b><i>Solid performer</i></b> Action: continue developing in current position (in the right job)	<b><i>Strong performer</i></b> Action: look for opportunity to display leadership in current position	<b><i>Star performer</i></b> Action: stretch assignments to prepare for larger role
	<b><i>Questionable performer</i></b> Action: Work on improving performance in current role; may be candidate for lateral move	<b><i>Solid performer</i></b> Action: Leave in current role; continue developing skills and improving performance	<b><i>Strong performer</i></b> Action: Focus on performance short term and development opportunities long term
	<b><i>Low performer</i></b> Action: Consider reassignment to more appropriate role including lower level or exit option	<b><i>Questionable performer</i></b> Action: Focus on improving performance	<b><i>Solid performer</i></b> Action: Address root cause performance issue; worthy investment in development
	POTENTIAL		

Use talent profile worksheet:

Name / Title / Reports to / Date / Date of Birth / Date of Hire

Educational History

Employment History

Career Interests

Professional Accomplishments

Use talent management summary:

Strengths / Development Needs

Career Aspirations / Potential Advancement Opportunities for Candidate

Current Development Plan / Additional Learning or Growth Opportunities

Potential Replacements for Candidate / 12-18 Month Accomplishments

Continuously communicate with your high potential leaders to find out their interests and coach them for development

Schedule continuous feedback sessions on the development plan