

Template 16: Succession Planning

Critical Roles for Replacement

Name	Position	Department	Age	Years of Service	Possible Retirement	Urgency

Key Competencies for Critical Roles

Position	Department	Key Skills Competencies	Required Qualifications

List of Potential Succession Candidates

Position	Department	Potential Successor	Current Position	Estimated Readiness

Once the list of potential succession candidates has been developed, a development plan should be completed for each candidate. The performance management meeting is a good opportunity to discuss with these candidates whether they are interested in promotion, identify any skills gaps and identify opportunities for development. **Appendix A: Template 17 can be used** to create a development plan.