

# Succession Planning Toolkit

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\RXU GHSDUWPHQW GRHVQ¶W KDYH D VWUDWHJLF SODQ RU LW LV  
VWUDWHJLHV DQG SULRULWLHV DQ HQYLURQPHQWDO VFDQ FDQ  
VXFFHVVLRQ SODQQLQJ SURFHVV

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(QYLURQPHQWDO VFDQV FDQ EH FRQGXFWHG GXULQJ DEUDLQVWRUP  
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DUH FXUUHQW VWDII PHPEHUV UHDG\ WR VXFFHVVIXOO\ DVVXPH

:RUNLQJ ZLWK +XPDQ 5HVRXUFHV GHWHUPLQH ZKLFK VWDII PH  
ZLWKLQ \H DUV IRU SULRULWL]HG SRVLWLRQV

, I \RX DUH FRQGXFWLQJ WKL V VXFFHVVL RQ SODQQLQJ H[HUFLVH  
HPSOR\HHV DUH RIWHQ QRW GLVWULEXWHG HYHQO\ ZLWKLQ DQ F  
FRQYHUVDWLRQV DQG UHPHPEHU WKDW MXVW EHFDXVH DQ LQGL  
PHDQ WKDW WKH\ DUH QRW D VWURQJ LQGLYLGXDO FRQWULEXW  
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## + L J K 3 R W H Q W L D O ( P S O R \ H H , G H

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7DUJHW 3RVLWLRQ .H\ &RPSHWHQFLHV

5HDG\ 1RZ :LWKLQ <H DU :LWKLQ <H DUV :LWKLQ  
? 4 upev inbeT

6 W H \$ I Y I E j j P I E ] Z d I j I [ E Q I h Q [ G Q p Q G k < ]  
h k E E I h h N k Y Q [ d ] h Q j Q ] [ h < [ G j ] Z I I j  
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3 U H S D U L Q J D Q L Q G L Y L G X D O W R S U R J U H V V D W 0 R U D Y L D Q L V Q R W  
F R P E L Q D W L R Q R I I R U P D O W U D L Q L Q J W K R X J K W I X O F R D F K L Q J W  
D Q G H [ H F X W L Y H O H D G H U V K L S S O D \ D N H \ U R O H L Q F U H D W L Q J D F F  
S U R Y L G L Q J I H H G E D F N D O R Q J W K H Z D \

0 D Q D J H U V V K R X O G E H K D Y L Q J R Q J R L Q J F D U H H U G H Y H O R S P H Q W  
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6 X S H U Y L V R U 7 L W O H

### Long-Term Goals:

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\* R D O

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# Career Development Plan Worksheet





# What Do You Want to Strengthen?

## Career Development Cheatsheet

**Organizational  
Wherewithal**

**Hy cross ! functional committe  
workž δV rotationž and δV  
shadowing**

**Position-Specific  
Expertise**

**Investigate:**

**Professional Certifications  
Relevant Courses  
Conferences  
Journal Subscriptions  
Research Projects  
Self-Study**

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