**Succession Planning**

# Succession Planning is considered a proactive HR Strategy and is a positive way of retaining skilled and knowledge workers.

# The following processes are based on strategic integrative HR methodologies. For your Succession Management plan to be effective follow the steps below:

1. **ORGANISATIONAL LEVEL**

## Record Organisational Goals and Objectives and Mission/Vision – Long term objectives

## Record Departmental Goals and Objectives – to align to the achievement of long term

## Record Operational Areas in the organisation

1. **POSITION**

## Conduct an organisational SWOT Analysis

## Determine your key strengths and opportunities to obtain long term opportunities

## Determine $value of human capital

1. **HR PLANNING**

## Determine Workforce Needs – Future

## Determine Workforce Capabilities – Current

## Review Organisational Structure/Chart and determine current/future vacancies

## Determine Organisational Resources available required

1. **WORKFORCE LEVEL**

## **Utilising your HRIS systems:**

## Report on employee capabilities resulting from Performance Management/Appraisal

## System

## Report on Core Skills, Soft Skills, Qualitative, Quantitative KPI’s

## Report on employee job goals and career paths

1. **MOVEMENTS**

## Lateral – moves sideways into an equal level (similar salary) position, changed job responsibilities present new learning and development opportunities and/or career path opportunities

## Promotion –move upwards into higher level (higher salary) position, heightened job responsibilities, potential reports, presenting new learning and development opportunities and/or career path opportunities

1. **MONITOR**

## Identify Learning and Development required for employee

## Report on Report on employee capabilities resulting from Performance Management/Appraisal System in new role to determine effectiveness