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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Employee Development and Succession Planning Template**

***Employee Information***

|  |  |
| --- | --- |
| **Name:** |  |
| **Position Title:** |  |
| **Department:** |  |
| **Supervisor:** |  |
| **Date:** |  |

***Current Performance Overview***

|  |  |
| --- | --- |
| **Key Responsibilities:** | [List the main responsibilities of the employee] |
| **Performance Summary:** | Summarize the employee’s recent performance and achievements] |
| **Strengths:** | [List the employee’s key strengths] |
| **Areas of Improvement:** | [Identify areas where the employee can improve] |

***Development Goals***

|  |  |
| --- | --- |
| **Short-Term Goals (1-2 Years):** | [Outline the employee’s short-term development goals] |
| **Long-Term Goals (3-5 Years):** | [Outline the employee’s long-term development goals] |
| **Training and Development**  **Needs:** | [List the training or development programs needed to achieve these goals] |

***Succession Planning***

|  |  |
| --- | --- |
| **Potential Successor:** | [Name of potential successor(s)] |
| **Readiness Level of Successor:** | Immediate, 1-2 Years, 3-5 Years] |
| **Development Needs of Successor:** | [Identify what the successor needs to develop to be ready for the role] |
| **Action Plan for Successor:** | [Detail the steps to prepare the successor for the position] |
| **Target Readiness Date for Successor:** | [Specify when the successor should be ready] |

***Risk Assessment***

|  |  |
| --- | --- |
| **Risk of Departure:** | [Low, Medium, High] |
| **Impact of Departure:** | [Briefly describe the impact if the employee leaves the organization] |
| **Mitigation Plan:** | [Outline the plan to mitigate risks related to the employee’s potential departure] |

***Additional Details***

|  |  |
| --- | --- |
| **Notes:** | [Any additional notes or considerations] |