**SAMPLE SUCCESSION PLANNING TEMPLATE**

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| 1. **Objective**
 | Define the purpose of the succession plan (e.g., preparing for leadership transitions, ensuring business continuity, etc.). |

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| 1. **Key Roles**Identify the critical roles within the organization that require succession planning.
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| * **Role 1: [Job Title]**
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| * **Role 2: [Job Title]**
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| * **Role 3: [Job Title]**
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| 1. **Successor Candidates**List potential internal and external candidates for each key role.
 |
| * **Role 1: [Job Title]**
 | * + Candidate A
	+ Candidate B
 |
| * **Role 2: [Job Title]**
 | * + Candidate A
	+ Candidate B
 |
| * **Role 3: [Job Title]**
 | * + Candidate A
	+ Candidate B
 |

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| 1. **Training and Development**Outline the development plans to prepare successors for their roles.
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| * **Candidate A**: Development goals, courses, mentorship.
 |
| * **Candidate B**: Coaching, cross-training, leadership workshops.
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| 1. **Timeline**Define when transitions are expected and key milestones.
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| * **Immediate (0-1 year)**
 |
| * **Short-term (1-3 years)**
 |
| * **Long-term (3+ years)**
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| 1. **Contingency Plans**
 | Develop alternate strategies in case a planned successor is unavailable or not ready. |

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| 1. **Evaluation and Review**
 | Schedule regular evaluations (quarterly, annually) to adjust the plan as necessary. |