12 TOP TIPS FOR BETTER SUCCESSION PLANNING

Struggling to shape the future of your workforce? Needs tips and tricks? Well, you’re in luck. Our checklist covers the 12 top tips to guide you through the succession planning process in your organisation.

START EARLY - How far in advance should you plan? Allowing plenty of time enables you to have regular conversations, take step-by-step actions and still carry on your day-to-day job.

KNOW YOUR BUDGET - How much can you invest in forward planning? Succession planning can be difficult and expensive - but it doesn’t have to be.

IDENTIFY KEY POSITIONS IN YOUR ORGANISATION - Who is critical for your business to continue? Identify them, highlight potential vacancies and ensure that they are not left unoccupied for any length of time.

HAVE A CAREER DEVELOPMENT FOCUS - Are you looking ahead with your people? It’s important to keep investing in your employees’ learning and development, even if people do eventually leave. Remember, they can come back to the business! And they’ll appreciate your care and remember that.

BE HONEST AND LEARN TO LET GO OF FEELINGS - Do your staff have clear career plans? Who wants to stay and could be promoted and who is eager to leave? Open conversations are key; an objective third party can help keep feelings out of the planning process.

HAVE BUY-IN AT THE ‘TOP’ - Need to select your next leader? As one of your stakeholders, actively engage the board in the development of a job profile.

BE FLEXIBLE FOR CIRCUMSTANCES - Will your people’s circumstances change? The simple answer is yes, so regularly monitor your plan, keep conversations going and be ready to adapt to the unexpected.

TAKE A “PIPELINE” APPROACH TO DEVELOPMENT - Committed to training all levels of employment? Good - make sure not to overlook and alienate people as this will impact morale and turnover.

SEEK EXTERNAL PEOPLE SUPPORT - Do you have the tools in place to understand your people? Why not contact Thomas, the leading provider of people assessments, to see how we can help you. You might be surprised!

Speak to your consultant or contact us on 01628 475 366 or email info@thomas.co.uk

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