



Preparing for Your Organization's Future

Succession Planning Basics



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Outcomes and Agenda

Outcomes

- To have a better understanding of Succession Planning as a Holistic Process
- To have a better understanding of a process to develop a succession plan

Agenda

- What is succession planning?
- What is the importance of succession planning?
- Small Group Exercise
- What does a succession planning process look like?
- Answering some basic questions
 - Expectations: What is the level of planning, the depth,
 - Logistics: Is it actionable, communicated, updated
 - Responsibilities: Who participates in its development, how often
- Small Group Exercise
- Q&A

Succession Planning

- Strategic process to:
 - Identify critical roles within the business
 - Identify and prepare high-potential employees for advancement
 - Plan for business continuity in Management, Technical Skills, business operations
 - Strategic recruitment if/as necessary
 - Periodic review and update of the plan
- Part of strategic planning
- It is more than C-suite succession planning; it is Not just top of the pyramid planning!
 - Identifying specific backups for C-suite is replacement planning

Succession Planning Benefits Include...

- Stability from expected and unexpected personnel changes
- Provides transparency on potential company growth
- Provides transparency on personal growth /career pathways
- May provide upward mobility opportunities
- Supports institutional knowledge
- Having the right people on the bus and in the right seats

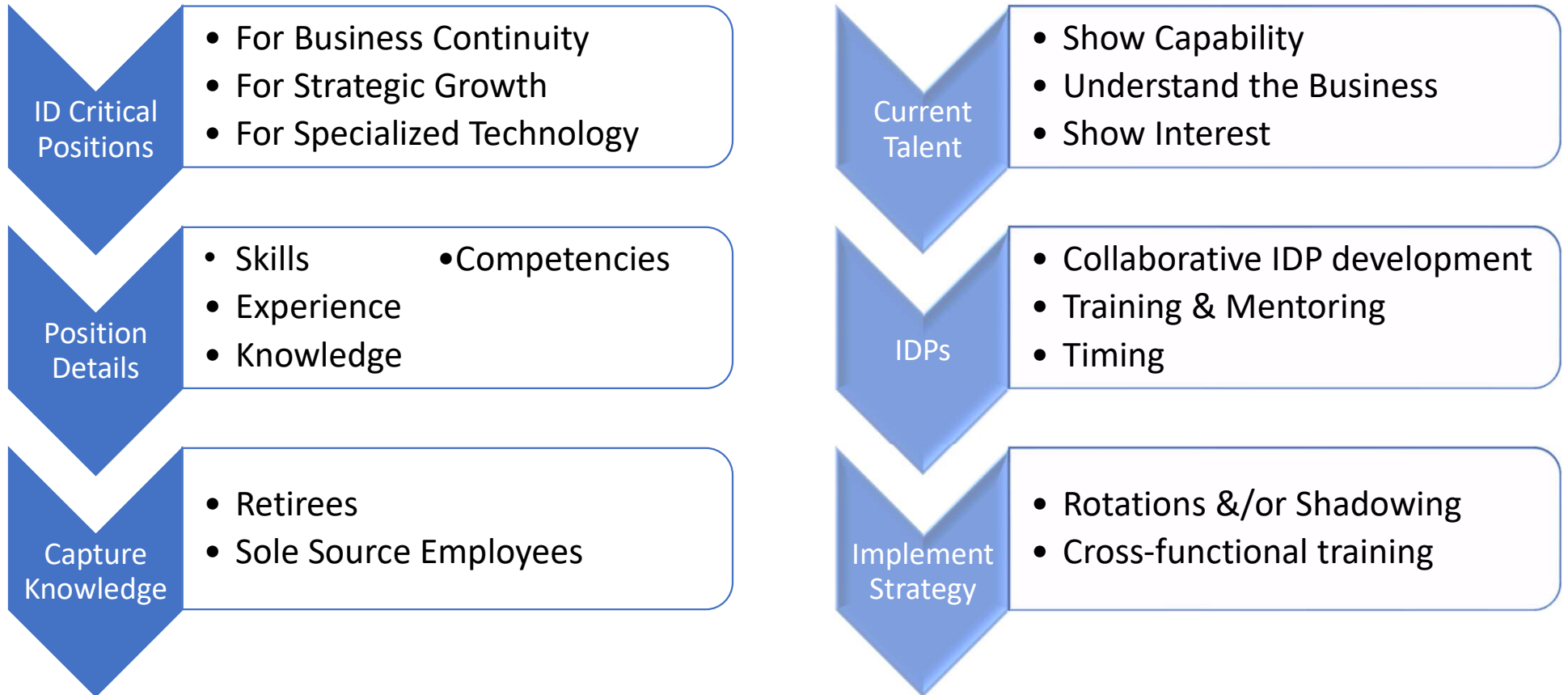
Group Conversation

- Do you know of a succession plan where you work?
- Do you think it is more of a replacement plan or true succession plan?
- What is one thing about succession planning you think is most important
- What is one caution/experience that is a lesson learned of not to do?

The Process – Pre-process Planning

- Who should be involved – at the table
 - What authority do they have
 - What responsibility do they have
- Logistics
 - Where is the work done & who facilitates
 - Time line (to develop, for reviews, etc.)
 - How is it documented
 - Who approves the document
 - Who owns the document; where is it stored?
- What are cautions and risks?
 - Jealousy
 - Not being considered – not knowing someone's intentions
 - Hiring from outside and they don't stay
 - People believing they are being put out to pasture
 - Others...

The Process – The Process



The Process – Post Process



Start the Process for your Business

- **Fill in information for each step in the process**
- What is the purpose?
 - Is the outcome for entire company? Critical positions? Ownership change? Other
- Who are stakeholders at each step
 - Title, position, why. Advocate or Cynic?
- Who should be involved
 - Who is not on the list of stakeholders that should be involved?
- Work through each Chevron!!

Questions?

Contact Information

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