



Succession Planning – Are you ready and willing?

Answer the following question based your perspective of the succession planning process:

	Strongly Agree (1)	Agree (2)	Neutral (3)	Disagree (4)	Strongly Disagree (5)
1. I am excited about this process.					
2. I think this is an important process to do each year.					
3. I have talked to all my direct reports about what they want to do in the future.					
4. I have done this before and I feel comfortable/skilled at the process.					
5. I will make the time(10-20 hrs) to do this work over the next 2 months.					
6. I am willing to accept input from other peers on my succession list . . . and I will use it.					
7. I am willing to allow key players from my team to be on succession plans for other groups.					
8. I feel good about setting up my group/the organization to be successful after I move on.					

Some facts about succession planning:

- First, it is natural to not want to do it. After all, part of it means thinking about who would take over if you were gone. Also, if you are resistant to it, you are not alone. Only 35% of CEO’s have a succession plan, and on a larger view only 45% of Americans have a will.
- Secondly, your best people are looking for challenges, growth, and they want to know someone is thinking about their future. Research shows, more challenging assignments and personal growth are key rewards for your best people. They are more important than money.

How to use this sheet answers:

- Review this with the leader prior to kicking off the process.
- All questions should have an answer of 1 or 2, with the only exceptions being #4 or #8. Question #4 checks for training/mentoring needs, and it is normal not to be real comfortable with #8.
- For any other question answered as a 3/4/5, the next question should be “What has to happen to make that a 2?”
- Adjust goals for the process based on answers as needed. For example, if #7 is a 3/4/5, and the leader is unwilling to change opinion, then change the process to allow for only movement within a business group for year 1.