

Succession Planning



A Comprehensive Guide for HR Leaders

Building a Strategic Talent Pipeline to Support Leadership Continuity

Succession Planning Framework

01

Identify Critical Roles

02

Assess Talent Readiness

03

Develop Future Leaders

04

Create Individual Succession Plans

05

Monitor & Adjust

06

Measuring Succession Effectiveness



01

Identify Critical Roles

Establish What Matters Most to the Business

- Define leadership and business-critical positions
- Prioritize roles that directly impact operations and strategy
- Assess risk of vacancy (retirement, turnover, growth)



02

Assess Talent Readiness

Potential Candidates – Currently Ready or Mentorship Required

- Evaluate current internal talent
- Identify high-potential employees (HiPos)
- Assess Readiness Levels (Ready Now / 1-2 Years / 3-5 Years)



03

Develop Future Leaders

Close the Gap Intentionally

- Create individualized development plans
- Provide stretch assignments and cross-functional exposure
- Offer coaching, mentoring, and targeted training



04

Create Individualized Succession Plans

Make It Structured & Visible

- Map successors to critical roles
- Establish short-term and long-term succession pathways
- Align plans with business strategy and growth goals



05

Monitor & Adjust

Keep It Alive, Not Static

- Regularly review succession plans (quarterly/bi-annually)
- Track progress and readiness movement
- Adjust based on business changes and talent shifts



06

Measuring Succession Effectiveness

Key Metrics Drive Performance & Accountability

- % of key roles with identified successors
- Internal promotion rate for leadership roles
- Time-to-Fill for critical positions
- Retention of high-potential employees

