

Succession Planning Worksheet

Position Information

Position Title

Department/Unit

Current Incumbent

Key Responsibilities

List the key responsibilities for this position

Required Competencies & Skills

List the necessary skills and competencies

Potential Successors

Name	Current Position	Readiness (Now/1-2 yrs/3-5 yrs)	Development Needs
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Action Plan

Describe action steps for developing potential successors

Review & Next Steps

Review Date

Outline next steps and follow-up actions
