

Leadership Transition Succession Planning Outline

1. Introduction

- Purpose of Succession Planning
- Scope and Objectives

2. Key Roles & Positions

- Identify Critical Leadership Positions
- Role Descriptions & Responsibilities

3. Succession Criteria & Competencies

- Key Competencies Required
- Qualifications & Experience

4. Identification of Potential Successors

- Internal Talent Assessment
- External Recruitment Considerations
- Shortlisting Process

5. Development Plans

- Leadership Training
- Mentoring and Coaching
- Job Rotation

6. Succession Timeline

- Key Milestones and Deadlines
- Transition Schedule

7. Communication Plan

- Stakeholder Engagement
- Announcement Process

8. Risk Management

- Contingency Planning
- Knowledge Transfer

9. Monitoring & Review

- Review Intervals
- KPIs and Success Measurement

- Continuous Improvement

10. Appendices

- Templates & Forms
- Related Policies and Procedures