Succession planning is a strategy for identifying and developing future leaders at your company — not just at the top but for major roles at all levels. It helps your business prepare for all contingencies by preparing high-potential workers for advancement. Here are seven tips for kick-starting the succession planning process at your company.

1. Be proactive with a plan. Sometimes, you'll know well in advance if a hard-to-replace team member is going to leave the company — a planned retirement is a good example. When making a succession plan for your organization, be sure to include your own position. Which employee could you see stepping into your shoes one day? And what can you do, starting now, to help that person prepare for the transition? Succession planning is typically used in higher-level organizational positions, such as executive-level positions. For instance, if a company predicts that its Chief Executive Officer will retire in the near future, the organization may begin looking months or even years in advance to determine which current employee might be capable of taking over the position of the CEO. Succession planning is aimed at promoting individuals within the organization and thus makes use of internal selection. Managers who are successful at leading an overseas branch of the company are assumed to be prepared to take an executive position in the home country. Education. Succession planning is the mitigating process of preparing for the loss of critical personnel in an organization. Thus, not waiting until an employee has departed before planning a successor will ensure that the role of the position remains intact — FROM THE 1ST DAY of the transition. 2. Is succession planning really necessary? GAO found, as part of a reexamination of what the federal government should do, how it should do it, and in some cases, who should be doing it, it is important for federal agencies to focus not just on the present but also on future trends and challenges. Succession planning and management can help an organization become what it needs to be, rather than simply to recreate the existing organization. (Link to Report). Succession planning is a talent management process that builds a pool of trained workers who are ready to fill key roles when leaders and other key employees step down. Organizations with
succession planning programs in place foster a talent-oriented culture by recruiting skilled workers and top talent. Once recruited, businesses focus on developing these workers’ skills, expertise and knowledge so they are prepared to take on leadership roles in the event of organizational growth, talent loss or management turnover. A change in leadership can be sparked by more than a resignation — an employee. Many government organizations do not know how to approach the succession planning process. Most of the senior executive is influenced by the political leader and challenges in implementing an effective successor selection process that abides by the merit system principles. Government can learn from their peers in the private sector and apply the same technique in government agency. Government can be transformed by the succession planning ———- development of a strong ‘talent resource’ for the future which is vital to attract and retain the best and key people which will help in present and more for future growth of the organization. Have the right people with right skills in the right jobs doing the right things.