

# Make Room for Succession Planning In Your Toolkit...

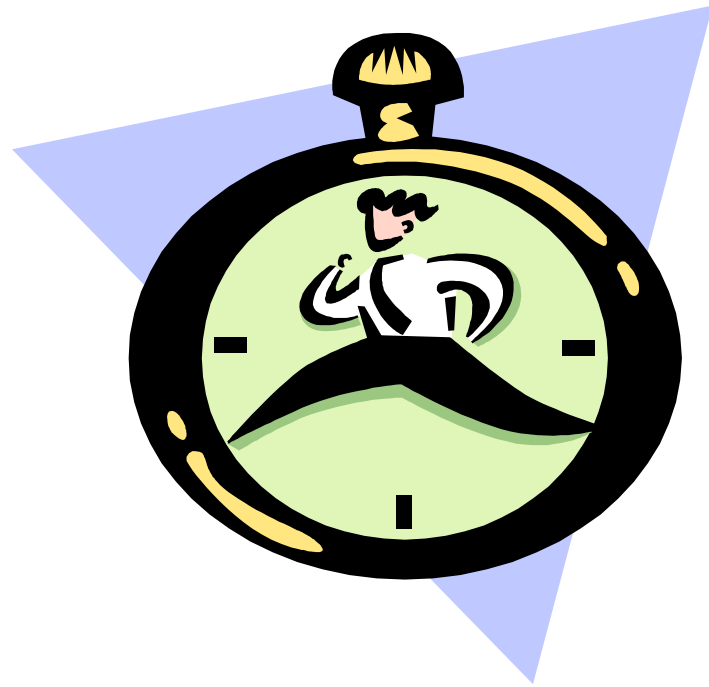
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# Let's Start This Race without a Finish Line



# THE **RATIONALE** FOR A SUCCESSION PLAN

- Sustaining a vibrant business
- Recruiting and retaining talented executives, workers and board members
- Providing exemplary customer service
- Remaining competitive as there are many more organizations that are entering the marketplace or expanding their position in the market place
- Obtaining financial resources to support funding
- Building long term relationships with partners

# SUCCESSION PLANNING IS NOT JUST FOR EMPLOYEES

**Bench strength is needed at every level of an organization**

- Governance
- Executives
- Staff

# SUCCESSION PLANNING

## KEY WORDS

COMMUNICATION  
GOALS DEMOGRAPHICS  
COMPETITION INCLUSION  
POLICY VISION PUBLIC  
LADDERS RETENTION BENCH PLAN  
LEADERSHIP TALENT DESCRIPTIONS  
ILLNESS PRACTICES FIRING  
CAREER FIRINGS BESTEQUITY  
JOB TEAMING  
RESIGNATIONS STRENGTH  
LAWLS PERFORMANCE  
ECONOMY TRAINING

WordItOut

# KEY QUESTIONS ABOUT SUCCESSION PLANNING

1. What are the risks without a succession plan?
2. How does succession planning aid strategic planning?
3. Should the succession planning committee include membership only from the company developing the plan?
4. What is the frequency of undertaking a strategic plan?
5. Who is responsible for tracking the strategic plan?
6. Does a board member or board chair step into the lead position of a business if the CEO departs suddenly?
7. What is the compensation for the individual who steps up to the plate when the CEO leaves or the manager of a unit leaves?
1. How is the change in leadership communicated?

# LET'S VISIT LEADERSHIP AND WHY THIS QUALITY IS KEY IN STRATEGIC PLANNING?

**Leadership** is not something that you learn once and for all. It is an ever-evolving pattern of skills, talents, and ideas that grow and change as you do.

## **Leaders Transform Thinking Into Results**

Leaders lead by example, and everything that you say or do not say and everything that you do and don't do sends a message.

# KEY QUALITIES OF EVERY LEADER...

Flexibility

Understanding

Accountability

Dependability

Commitment

Sacrifice

Trust

Honesty

Reporting

Effective Communication

Confidence



# COMPETENCIES OF LEADERS...

**Time Management & Prioritizing**

**Effective Communications**

**Key Professional Skills**

**Teamwork**

**Personal Integrity & Ethics**

**Working in Diverse Environments**

**Critical Thinking**

**Navigating Across Boundaries**

**Embrace Change**

**Life Long Learning**

**Work/Life Balance**

# **SUCCESSION PLANNING**

## **Begin the Process**

# **STEP 1: Take a Look at Who You Are !!**

**Entry  
Purpose  
Guiding Principles  
Vision  
Resources  
Organization  
Landscape Factors  
Leadership**

# **STEP 2:**

## **Scanning the Leadership !!**

Levels  
Competencies  
DNA  
Satisfaction  
Team Aptitude  
Inclusiveness/Diversity Sensitivity

**STEP 3:**  
**REVISIT SWOT !!**

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# **STEP 4:**

## **Pull It Together !!**

- 1. Appoint the Team**
- 2. Identify Targeted Positions**
- 3. Develop Position Competencies**
- 4. Obtain Perspectives of Occupants of Current Positions**
- 5. Establish Best Practices to Support Succession Planning**
- 6. Align Succession Plan with Strategic Plan**
- 7. Establish Process to Keep Pipeline Filled with Candidates for Targeted Positions**
- 8. Create and Sustain a Budget for Training**
- 9. Evaluate Occupants of Targeted Positions at least once a quarter**



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