12 Month Succession Planning Calendar



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Every single organization that neglects to do succession planning does so for one of two reasons: they don't know where to begin *or* they feel it is an overwhelming task

This 12-month planner is intended to conquer those obstacles and provide a process that you can implement in a logical order (every task builds on the previous one) to develop a succession plan for the top leaders in your organization, within one year!

Month	Task
#1 January	Data collection
#2 February	Determine what is broken: recruiting, churn, career paths
#3 March	Define vision, mission, and goals of the *future company*
#4 April	Define "What is a leader?" for *your* organization
#5 May	Identify future leaders from within the company, for each department, and pinpoint where gaps exist
#6 June	Determine the current leadership's attitude, commitment, and perseverance for this task (Succession planning is a process not an event.)
#7 July	Make the In/Out decision: Will you begin internal development of future leaders or go the alternate route of hiring from outside the organization?
#8 August	If In: Determine: Centralized or decentralized development If Out: Identify key positions that will need to be filled in the future, rewrite job descriptions, and begin recruiting process
Only complete the following steps if your organization has determined to develop future leaders from within	
#9 September	Determine success milestones Note: if you go the decentralized route you will have to do this for both departments and the organization as a whole.
#10 October	Determine organizational changes needed to support milestones i.e., different recruiting strategies; career path development; use of assessments; changes to performance appraisals
#11 November	If you go the decentralized route: Get coaching training for current leaders
#12 December	Design an internal professional development program that addresses the 5 critical areas of successful leaders: Personal Development - Interpersonal Skills Business Acumen - External Experiences - Next Level Thinking
Ongoing: Review and tweak processes annually; identify best practices and disseminate throughout the company.	

If you need help with any of these, check out our self-study course: **HR Primer for Succession Planning**

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Meet Nanette Miner, Ed.D.



HI THERE, I'M NANETTE

I help small to mid-sized privately held companies to develop their succession pipelines.

Over the last decade, I've helped dozens of C-suite teams identify successors, develop multi-generational leadership pipelines, and breathe easier knowing the future of the company is secure.

I'm passionate about this topic - in fact, it's a mission for me - because I realized I was part of the problem.

For the first 25 years of my consulting career, I developed custom curriculums for all sorts of companies, industries, and topics.

When the 2015 census came out and said that all of the Boomers were going to be out of the workforce in just 15 short years, I realized we (as a society) had not been developing young people to be able to lead companies. All the training they received was to improve their job performance, but they were never trained on how companies *operated*. We created a nation of specialists. And I was part of the problem.

I've created this resource to help you start succession planning in your own company. if you'd like more resources:

Follow me personally, or the company, on LinkedIn.

Sign up for my bi-weekly newsletter.

Join the **HRxchange**, which is dedicated to helping HR Pros to conquer succession planning in their companies through community, learning, and expert and peer support.

All my best,
~Nanette

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