



“The Quality of Your People **WILL** Determine Your Destiny”

"Succession planning" is a process for identifying and developing internal people with the potential to fill key leadership positions in the organization. Succession planning increases the availability of experienced and capable volunteers that are prepared to assume these roles as they become available. Taken narrowly, "replacement planning" for key roles is the heart of succession planning. Effective succession or talent-pool management concerns itself with building a series of feeder groups up and down the entire leadership pipeline or progression (Charan, Drotter, Noel, 2001).

TOP 10 Succession Planning Tips  
(Portions Referenced from Coach Train Learn!)

1. Build Open Relationships – hold regular informal conversations with your volunteers to get to know them well.
2. Have a Vision of your Team/Committees – work on knowing the committee Project Managers, their team and the committee goals
3. Laptop Thinking – spend time reviewing your committees now and mentor potential candidates who can be developed as future Board Leaders
4. Identify Potential – from knowing your committee members better, you can figure out who has within them the skills, and capabilities to grow your succession plan to the Board.
5. Involve you Committee Members – talking to your Key people will ensure that you understand their potential leadership.
6. Communicate – Hear what your committee members have to say, and help them see themselves for Future Leadership on the Board. Support and encourage participation and activities relating to the Board Members
7. Use MPI Tools – help your people develop rapidly by using a variety of tasks and tools within MPI to meet their short and long-term goals. Utilize the MPI Skills glossary to determine what leadership skills they have and areas that need mentoring.

8. Engage and Challenge – your Volunteer Members will need encouragement and help to recognize who they could be – and they will also need a nudge or two – just ASK!
9. Make It Fun! – Showing committee members the potential of their future possibilities – they will perform better. Enthuse, enjoy and reward their volunteerism.
10. Review – review your committee goals as situations change, Update, be flexible and engage new volunteers!

Appreciate the opportunity for Succession Planning. Some might see it as another demanding process on top of their workload, others will see that the time invested will be necessary and the return on their volunteerism will be achievable

**View People Objectively** – your opinions about people count, but could also impede the process as it relates to grooming your successors. Be prepared to challenge your own existing perceptions. Utilizing the MPI skills assessment is a great way to analyze your potential candidates with no bias.

**Use your People** – Let your committee members take on tasks, hold them accountable and trust them to do the job. Keeping the tasks to yourself may lead to personal frustrations, and no succession.

**Enable Committee Members more** – ASK! Almost always your volunteers will have more potential than they think they have, so they need your encouragement to take on new opportunities.

**Provide Support** – Your committee members will need your support as well as others on your Team for them to be able to take on challenges and tasks that may be unfamiliar in their day to day workload.

**Know where you are going** – Succession planning will work best when you are clear with the results and now where you want to go on the Board in the future.

**Identify Who's Next** – Who has that level of potential that could work well up the ladder to the Board? It's time to understand who else on your committee can be identified. This is another great opportunity to utilize your MPI Skills Matrix and Leadership Assessment.

**Have a Plan** – What would happen if each of your committee members would fail to show up? How would you cope? Who would fulfill the critical tasks? Delegate tasks, but inspect what you expect.

**Find the Ideal Committee member** – Who are you thinking about that could fill the key roles on your committees?

**Stick to Needs** – It's time to stop being emotional about people you have and already know well, If you want to succeed - encourage volunteers to bring in new volunteers that may be able to fulfill a specific task.

**Again** – Have a Plan – However informal, it's always worth aligning key roles to potential individuals and preparing them gradually for that is vital to succession planning, meeting their needs as well as the on-going needs of the GOAMP membership. WIN-WIN!