

HR QUICK TIPS

Succession Planning - it's about talent management

TALENT ASSESSMENT

- Review business strategies, goals, plans and objectives.
- Consider future leadership requirements (retirements, expansion etc)
- Assess existing staff skills, competencies, past performance, knowledge and aspirations.
- Identify any short-falls in talent pool technical or management to meet business objectives.

FILL THE GAPS

- Assess time frame requirements to fill identified gaps - short, medium and long term needs.
- Consider existing bench strength - able to promote, talent is developable, time available to develop.
- Business has capacity to develop - Internal knowledge, T&D functions, Leadership, Coaching / Mentoring capabilities.
- Is recruiting the best option ?

PLANNING

- Map out talent development and recruitment strategies.
- Prepare desired timelines to fill gaps.
- Establish recruitment and talent acquisition plan and time line.
- Establish talent development plan, individual skill & knowledge development plans, coaching plans or mentoring plans.
- Plan cascading training & development requirements associated with promotions and succession - technical and management.
- Plan against time to competent requirements.

MANAGING

- Review talent management situation regularly against business requirements.
- Review process and progress against timeline.
- Engage senior management team in benchmarking and assessing.
- Adjust activities inline with progress and requirements.
- Board and Senior management to regularly review with business continuity in mind.

SUCCESSION

- Continually assess talent against requirements.
- Promote and appoint successors as needed.
- Maintain ready pool of successors across critical functions and roles.