



Steps for Successful Succession Planning

1. **Develop a profile of your staff; include information on the age of employees, their roles, their knowledge, and their skills.**
2. **Identify key, critical positions within your organization.**
3. **For these positions, develop profiles to identify skills, qualities, and knowledge needed for success.**
4. **Identify potential successor candidates.**
5. **Develop and implement action plans to develop the skills, qualities, and knowledge these candidates need to move into key positions.**

Adapted from *Succession Planning: Retaining skills and knowledge in your workforce*, Government of Alberta, Human Services, © 2012.