

## **Business Succession Planning**

Business succession planning is all about being prepared. The loss of valuable leadership can cripple even the strongest of companies. Succession planning is an essential component to the survival and growth of any business. Whether it is grooming employees to become leaders or preparing for an employee's retirement your participants will identify common obstacles and how to overcome them.

Our Business Succession Planning workshop will show you the differences between succession planning and mere replacement planning. How you prepare people to take on leadership responsibilities is just as important as hiring the right person for the job. Every company should have a form of succession planning in its portfolio.

### **Course Outline:**

#### **Module One: Getting Started**

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

#### **Module Two: Succession Planning Vs. Replacement Planning**

- What is Business Succession Planning?
- What Is Replacement Planning?
- Differences Between
- Deciding What You Need

#### **Module Three: Preparing for the Planning Process**

- How to Set Parameters for the Planning Process
- Should You Establish a Committee?
- How to Gather Operational Data

#### **Module Four: Initiating Process**

- Develop a Mission Statement
- Develop a Vision Statement
- Choosing to Be a Mentor

#### **Module Five: The SWOT Analysis**

- Identifying Strengths
- Identifying Weaknesses
- Identifying Opportunities
- Identifying Threats

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## **Module Six: Developing the Succession Plan**

- Prioritize What the Succession Plan Will Address
- Set Goals and Objectives
- Develop a Strategy for Achieving Goals
- Draft the Plan

## **Module Seven: Executing the Plan**

- Assign Responsibility and Authority
- Establish a Monitoring System
- Identifying Paths
- Choosing Your Final Approach

## **Module Eight: Gaining Support**

- Gathering Data
- Addressing Concerns and Issues
- Evaluating and Adapting

## **Module Nine: Managing the Change**

- Developing a Change Management Plan
- Developing a Communication Plan
- Implementing the Plans
- Providing Constructive Criticism
- Encouraging Growth and Development

## **Module Ten: Overcoming Roadblocks**

- Common Obstacles
- Re-Evaluating Goals
- Focusing on Progress

## **Module Eleven: Reaching the End**

- How to Know When You've Achieved Success
- Transitioning
- Wrapping it All Up

## **Module Twelve: Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations