

Succession Planning

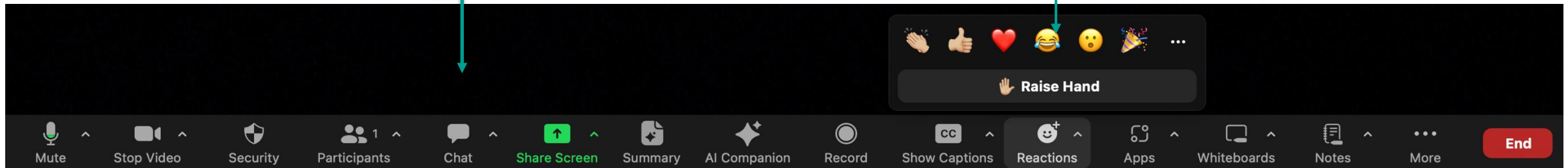
March 26, 2025

Disclaimer: The OVC Center for VOCA Administrators is supported by cooperative agreement number 15OVC-23-GK-02220-NONF, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this product are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.

Before we start...

“Chat” to type comments or questions.

“Raise Hand” to be called on to speak.



Select for Closed Captioning.

Presenters

Kellie Rabenhorst

- OVC VOCA Center

Jeff Blystone

- OVC VOCA Center

Learning Objectives

- Understand the concept and importance of succession planning.
- Recognize key positions and roles that are integral to day-to-day operations.
- Identify and assess talent for skills and potential successors.
- Understand evaluating and improving succession planning efforts.



What is Succession Planning?

Succession planning is a strategic process to ensure that key positions within an organization are filled with capable and prepared individuals who can maintain the quality and continuity of services provided.



Best Practices for Succession Planning

- Start Early and Plan Continuously.
- Encourage Mentorship.
- Emphasize Transparency.
- Review Legal Considerations.

Why is Succession Planning Important?



What are the Objectives of Succession Planning?

Leadership
Continuity

Talent
Retention and
Development

Risk
Management

Identifying Key Positions

Critical Roles and Functions



Understanding the Impact of Key Roles

Organizational
Stability

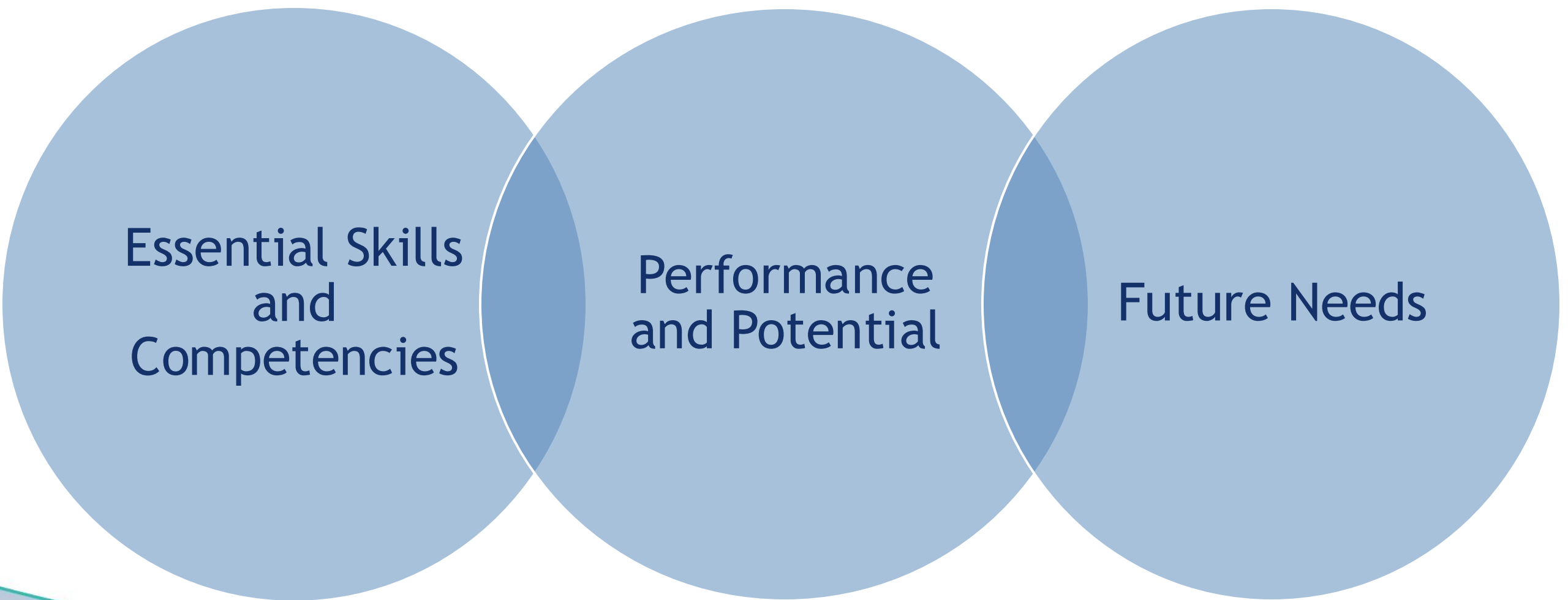
Service
Delivery

Criteria for Selecting Key Positions

Criticality: Impact of the position on the mission	Vulnerability:			
	No successor position identified for this position			
		Low Vulnerability	Moderate Vulnerability	High Vulnerability
	High Criticality	Moderate Risk	High Risk	High Risk
	Moderate Criticality	Low Risk	Moderate Risk	High Risk
	Low Criticality	Low Risk	Low Risk	Moderate Risk

Citation: https://hr.nih.gov/sites/default/files/public/documents/2021-03/Succession_Planning_Step_by_Step_Guide.pdf

Criteria for Selecting Key Positions (Con't.)

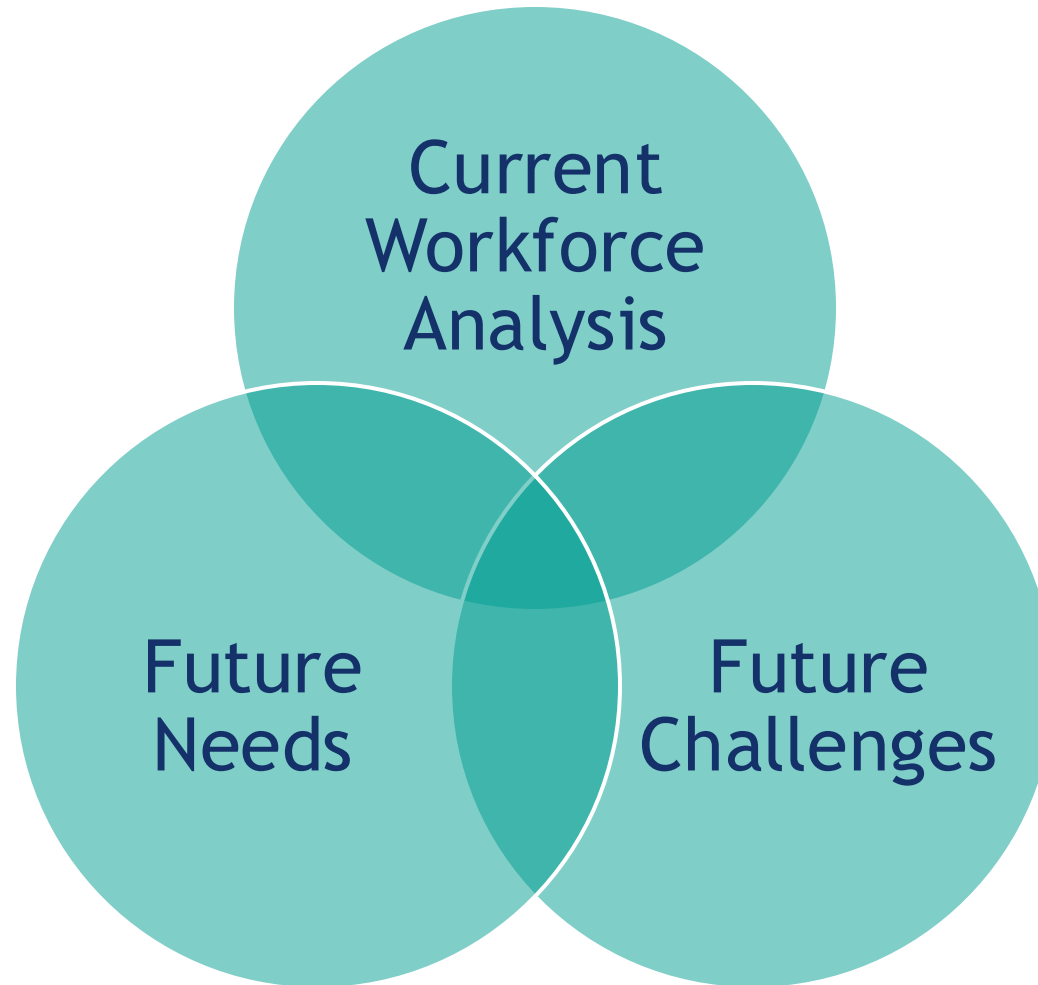


Essential Skills
and
Competencies

Performance
and Potential

Future Needs

Evaluating Current and Future Needs



Creating a Succession Plan for Key Positions

Role Profile

Talent Mapping

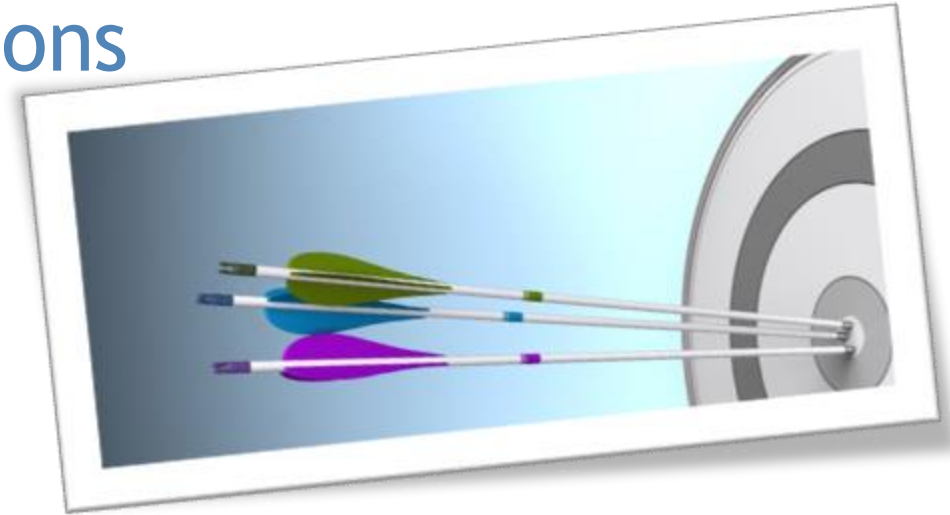
Development Plans



Talent Assessment and Identification

Assessing Current Talent

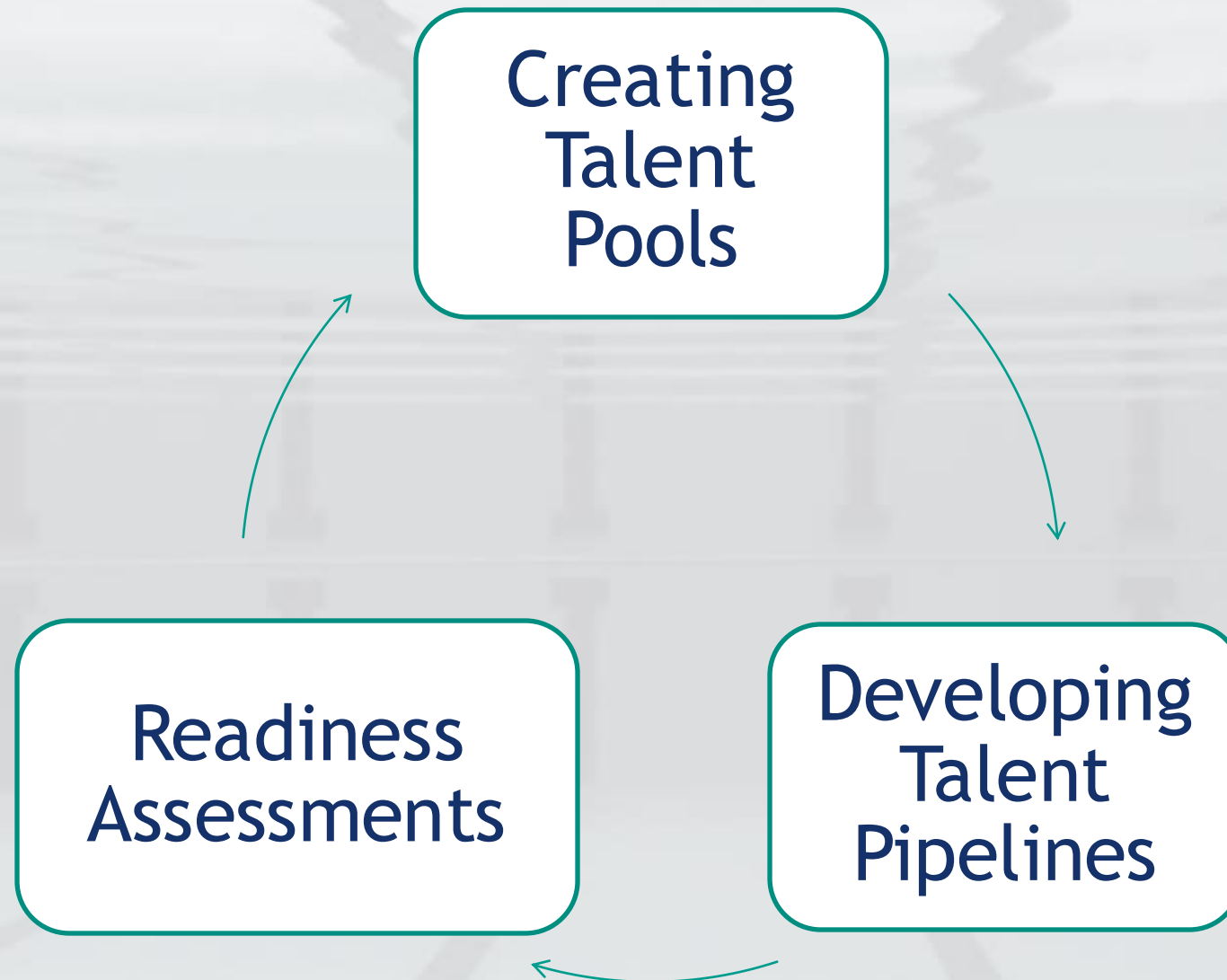
- Performance Reviews and Evaluations
- Competency Assessments
- Identifying High-Potential Employees



Benefits of Talent Assessment

- Improves quality of hiring.
- Reduces bias.
- Enhances employee development.
- Boosts retention.

Talent Pools and Pipelines



Development Planning

Individual
Development
Plans (IDPs)

Training and
Development
Programs

Monitoring and Evaluation



Tracking Progress



Adjusting Plans



Development Planning

Individual Development Plans (IDPs)



Training and Development Programs

Leadership
Training

Skill
Development
Workshop

Mentorship
and Coaching

On-the-Job Training and Experience

Job
Rotation

Job
Shadowing

Special
Projects

Special
Assignments



External Training and Professional Development



Conferences



Workshops



Certifications



Advanced Education

Monitoring and Feedback

- Regular Check-ins
- Performance Reviews



Creating a Supportive Environment



Implementation and Monitoring

Developing Action Plans

Creating Detailed Action Plans

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graph TD; A[Creating Detailed Action Plans] --> B[Assigning Responsibilities]; B --> C[Setting Timelines];
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Assigning Responsibilities

Setting Timelines

Implementing the Succession Plan



Communicating
the Plan



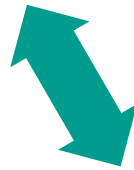
Executing
Development
Activities



Monitoring
Progress

Tracking and Evaluating Progress

Regular
Reviews and
Check-ins



Feedback
Mechanisms



Performance
Metrics



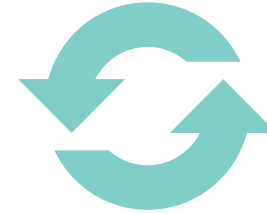
Making Adjustments and Improvements



Identifying
Challenges and
Barriers



Adjusting Plans as
Needed



Continuous
Improvement

Ensuring Sustainability



Embedding Succession Planning into Organizational Culture



Building a Strong Leadership Pipeline

Building a Culture of Succession Planning

- Promoting a Culture of Development
- Integrating Succession Planning Into Organizational Practices



Communication and Engagement



INTERNAL
COMMUNICATION



ENGAGEMENT STRATEGIES

Communication and Engagement

Internal Communication

Clear Communication

Transparency and Openness

Addressing Concerns and Questions

Engagement Strategies

- Involve Employees in the Process
- Encourage Feedback and Participation
- Recognize and Reward Contributions



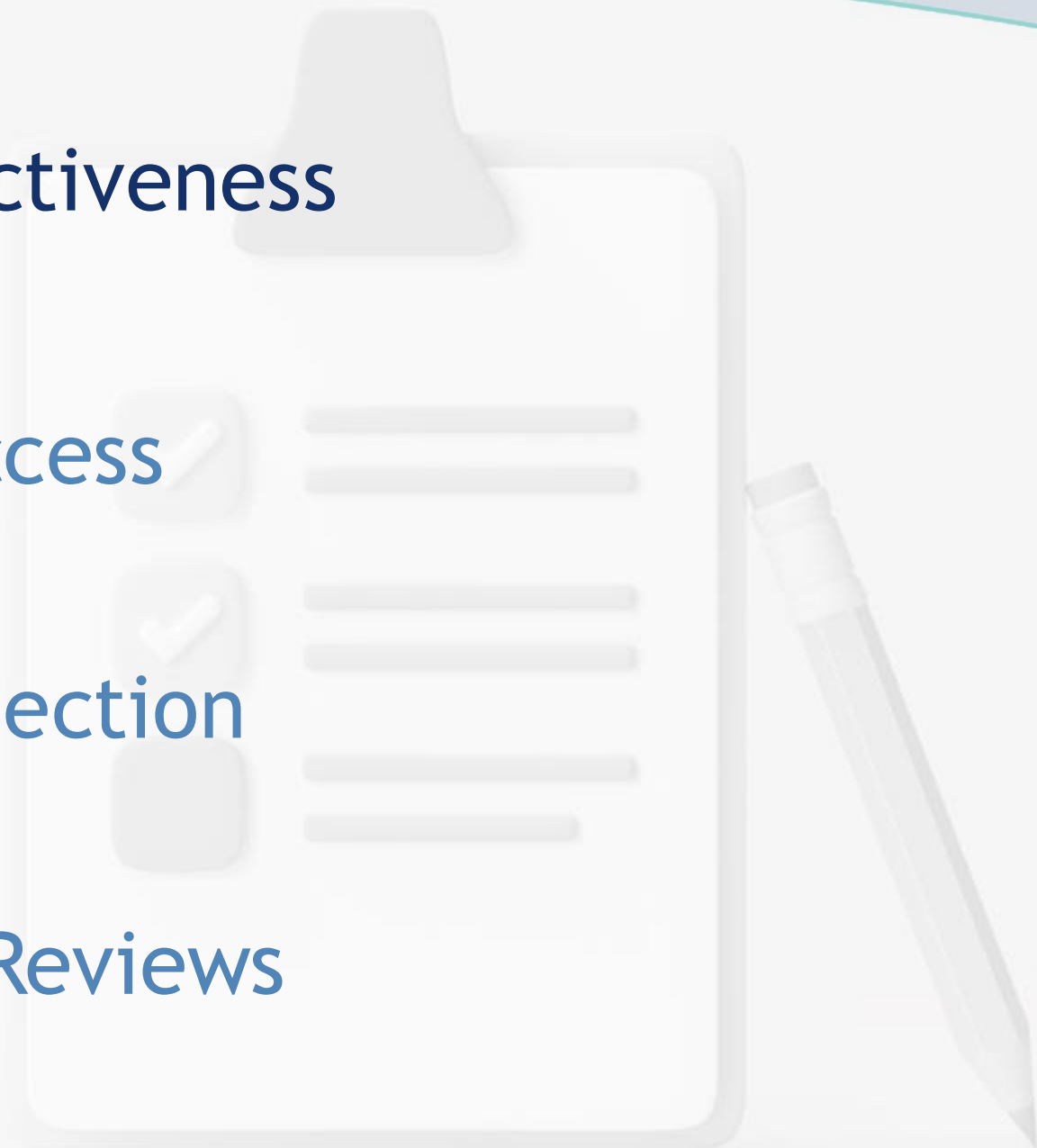
Communication Tools and Techniques

- Use Technology for Communication
- Incorporate Regular Updates and Check-ins



Evaluation and Continuous Improvement

Evaluating Effectiveness

A faint background graphic of a clipboard with a checklist and a pen. The clipboard has a white sheet of paper with a grey clip at the top. On the paper, there are several horizontal lines representing text, and two checkboxes, each with a white checkmark. A grey pen is positioned vertically to the right of the clipboard.

- Measuring Success
- Feedback Collection
- Performance Reviews

Identifying Areas for Improvement

Analyzing
Data



Benchmarking



Implementing Feedback and Lessons Learned



Incorporating Feedback



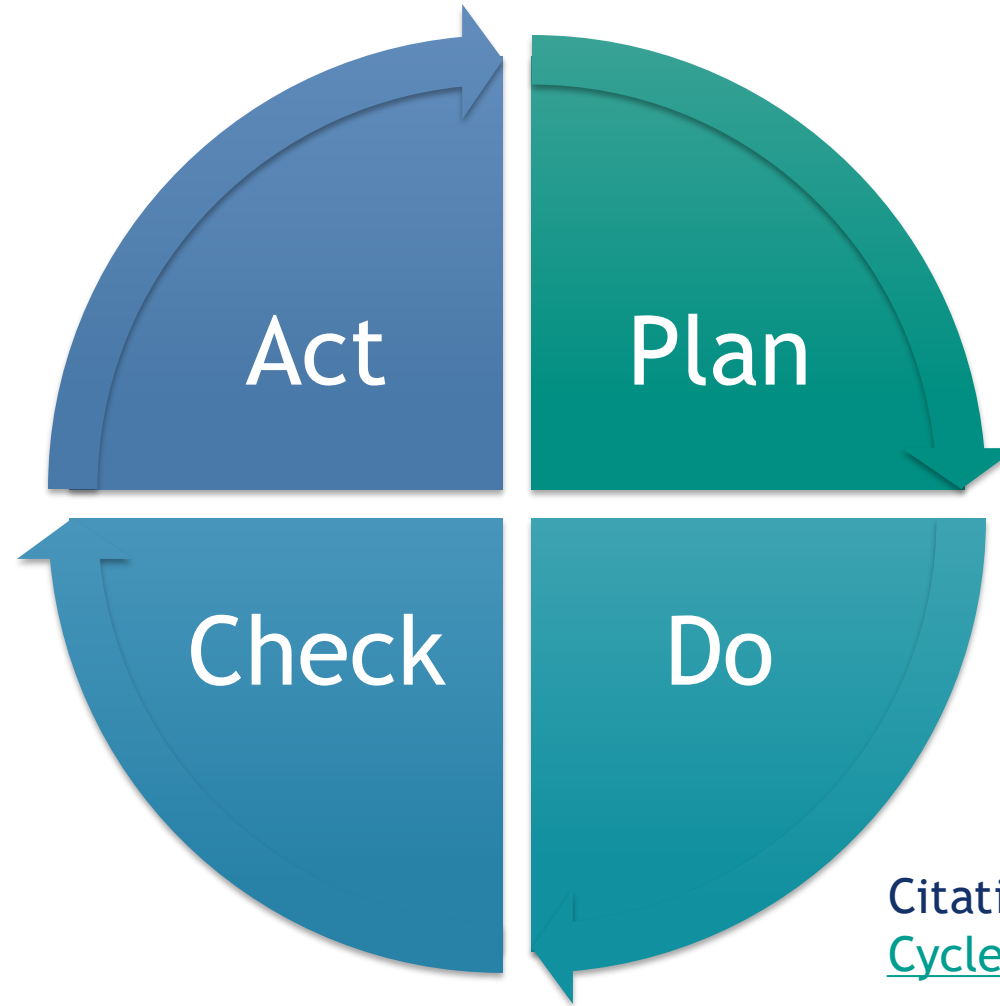
Continuous Learning

Adapting to Changing Needs

- Flexibility
- Adaptability
- Proactive Planning



Continuous Improvement Cycle



Citation: [The Deming Cycle \(PDCA Cycle\) and the Shewhart Cycle](#)

Conclusion



Summary



Resources



Contacts

If you are interested in additional support regarding succession planning, please contact your SVRD Grant Manager.

Survey

