

Succession Planning Policy

Purpose

Succession Planning is a structured process to identify, develop, and prepare potential leaders and key role holders to ensure business continuity and organizational sustainability.

1. Phase 1 – Role Identification

- Identify critical positions (CEO, Directors, Department Heads, Technical Experts).
- Assess strategic, operational, and cultural impact.
- Prioritize roles based on business risk and continuity importance.
- Output: List of critical roles with risk assessment (high/medium/low).

2. Phase 2 – Profiling

- Develop competency profiles (leadership, technical, behavioral).
- Define qualifications and experience requirements.
- Output: Role Success Profiles.

3. Phase 3 – Assessment

- Evaluate internal talent using appraisals, psychometrics, 360° feedback, and assessment centers.
- Determine readiness levels: Ready Now, Ready Soon (1–2 years), Ready Later (3–5 years).
- Output: Talent Readiness Map and 9-Box Grid.

4. Phase 4 – Results Consolidation

- Calibrate with leadership to confirm readiness.
- Identify high-potential talent and risk areas. Output: Succession Bench Strength Report.
- Any promotion to a managerial or higher position must be approved by the CEO.

5. Phase 5 – Individual Development Plans (IDPs)

- Develop tailored plans including training, coaching, and job rotations.
- Output: Documented IDPs per identified successor.

6. Phase 6 – Resource Allocation

- Ensure budgets, mentors, and tools are in place to support succession initiatives.
- Output: Succession Resource Plan.