

## Succession Management Plan

**Instructions:** The manager currently occupying the key position (County Manager, Deputy County Manager, Department Head, Assistant Department Head, or Middle Manager) completes Steps One and Two on this Form and distributes to all staff reporting directly to him or her. Each of these staff members then works with their manager to complete an Individualized Learning Plan (Steps Three and Four). Evaluation of the program (Step Five) is reported on the Succession Management Evaluation Form by any upper manager occupying a key position. These completed Evaluation forms shall be submitted through the chain of command and ultimately packaged for the County Manager’s review.

**Step One:** *Identify a Key Position for Succession \_\_\_\_\_*

**Step Two:** *Identify Competencies, Responsibilities, Duties, Tasks, and Essential Job Functions of this Position. Then list specific examples of how these competencies, functions, etc. are exhibited in this job.(Use additional pages as necessary).*

Competency, Responsibility, Duty, Task, Essential Job Function	Behavioral Examples

\_\_\_\_\_  
Signature of Key Position Manager

\_\_\_\_\_  
Date

**Step Three:** *Employee completes an Individualized Learning Plan with the assistance of key manager.*

**Step Four:** *Employee Assesses Ability by Verifying that he/she has closed developmental gaps with assistance of key manager. This information is also recorded on the Individualized Learning Plan.*

**Step Five:** *Evaluate Program by monitoring developmental activity in your areas of influence, meeting with your manager to discuss internally filled positions and the success of the employees working in those positions.*

Note: Steps One, Two, and Five to be completed by key higher level manager; Steps Three & Four to be completed by subordinate employee. This form also available at [www.co.henrico.va.us/hr/](http://www.co.henrico.va.us/hr/) in the forms section (Dept. of Human Resources10/04)