

Create the Roadmap for Your Business Succession Planning

M.J. Clark, M.A., APR
Integrated Leadership Systems

This session is eligible for 2 Continuing Education and 2 Contact Hours.

For these hours to appear on your certificate, you must:

- Have your badge scanned at the door
- Attend 90% of this presentation
- Fill out the online evaluation for this session



NECA 2016 BOSTON

Succession Planning

Succession planning is an evolving, dynamic process that adapts over time to meet an organization's needs and challenges.

Planning alone doesn't do the job – it takes effective execution and follow-up over time.

There is no cookie-cutter approach. Each organization is unique.



3

NECA 2016 BOSTON

Succession Planning

- **IS NOT:**
 - Only for the CEO level (when the boss steps down)
- **IS:**
 - A leadership development strategy
 - A best practice for sustainability
 - A risk-management best practice
 - Crucial for knowledge transfer

Advice: Start early! Evaluate possible successor(s), and work with other professionals (legal, financial, leadership) to develop a succession plan before it's an issue.

4

NECA 2016 BOSTON

Succession Planning Breakout

- What are the biggest challenges you are facing in the area of developing your next generation of leaders?
- What qualities would you like those leaders to have?
- What habits would you like them to avoid?



5

NECA 2016 BOSTON

Why Do Succession Planning?

- Leaves business in good hands
- Saves money on external recruitment/training
- Allows you to see the big picture (gaps)
- Helps with financial planning



6

NECA 2016 BOSTON

Why Do Succession Planning?

- Strengthens departmental relationships
- Keeps workers engaged (higher retention)
- Keeps institutional knowledge
- Less last-minute executive searches
- Ensures a bright future for the business

Why do YOU think succession planning is important?



7

NECA 2016 BOSTON

Why Now?

- Ownership succession planning should begin 7-10 years before expected retirement.
- It's proactive, not reactive – helps assess risks.



What are some potential risks in your company?



8

NECA 2016 BOSTON

Why Now?

- Removes fear/uncertainty, creates dialog
- Benefits the business now
- Helps company discuss and plan for external hiring needs for key roles
- Structure in place during busy times
- Crisis management

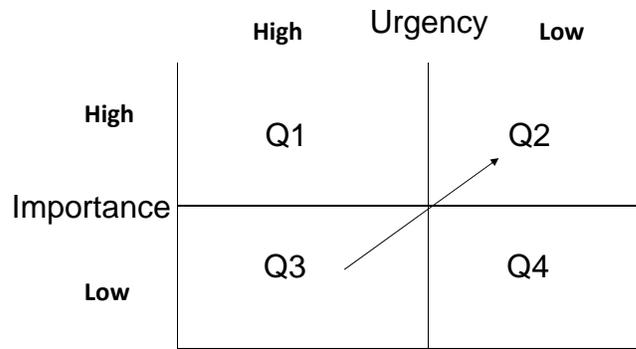


9

NECA 2016 BOSTON

What is Effective Leadership?

- Part of becoming an effective leader is spending less time in Q3 and more time in Q2.
- This allows us to lead in accordance with our values, not in reaction to our environment.



NECA 2016 BOSTON

Changing Unproductive Beliefs



Activating event Belief Systems Consequent Emotions Dependent Behavior

Example:

People in leadership are arguing about the direction of the business.

The company is not going to survive. We can't lead well.

Fear
Frustration
Overwhelm

Fire people
Continue fighting
Sell the business

New Belief:

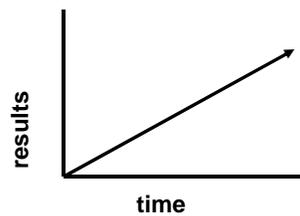
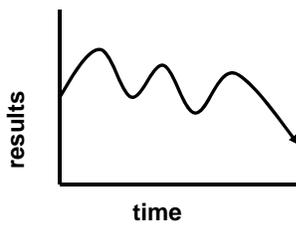
We must work to get on the same page. We can overcome this. The business will not fail if we work as a team.

Acceptance
Desire to learn more
Desire to improve

Assertive conversations
Evaluating all ideas
Self-assessment and contribution to process



Two Life Stances



Are you the driver (passion) or the passenger (fear)?



Open Road Worksheet

If something bad were to happen to you today that took you out of the office for several months with no contact...

Who could take over your role now or be groomed for this?

Now: _____

Groomed: _____

What are 3 key things this interim person would need to know?

Which of my business contacts could help this interim person be successful in my absence?

13

NECA 2016 BOSTON



Cars Need Tune-Ups

Now that you're on the open road, how do you maintain your best "vehicles" (people)?

- Self/Other Assessment (TLC 360° Assessment)
- Coaching (internal or hire executive coach)
- Mentoring (YOU be the role model)
- Training (ILS Leadership Institute)
- Individual Role Assessment



14

NECA 2016 BOSTON



Succession Planning Approach

- 1) Identify areas of expertise
- 2) Identify gaps left – decide how to address
- 3) Offer training/coaching/assessment tools (360)
- 4) Conduct regular evaluations; give feedback
- 5) Challenge high potentials
- 6) Rinse and repeat – this is an ongoing assessment



Creating the Road Map

Write down three goals for addressing your succession planning based upon what you have learned today. Under each, write down at least one action item that you will do to achieve that goal.

You will have ten minutes to write these goals and then you will share them with another person.

Goal: _____

Action item: _____
Action item: _____
Action item: _____

Goal: _____

Action item: _____
Action item: _____
Action item: _____

Goal: _____

Action item: _____
Action item: _____
Action item: _____



Please contact me if you would like my help with
succession planning, executive coaching,
workplace training or executive assessments.

M.J. Clark, M.A., APR
Senior Leadership Consultant
Integrated Leadership Systems
(614) 214-7062 (cell)
mj@integratedleader.com
www.integratedleader.com
Twitter: @mjclark or @ILSleader
LinkedIn: <http://www.linkedin.com/in/mjclark22>

Don't forget...

- 10:15 - 11:30 am – Special Session: Boston Strong
- 11:30 am - 4:00 pm – NECA Show Hours



NECA 2016 BOSTON