



SUCCESSION PLANNING



WHAT IT IS

★★ **AND** ★★

WHAT IT ISN'T



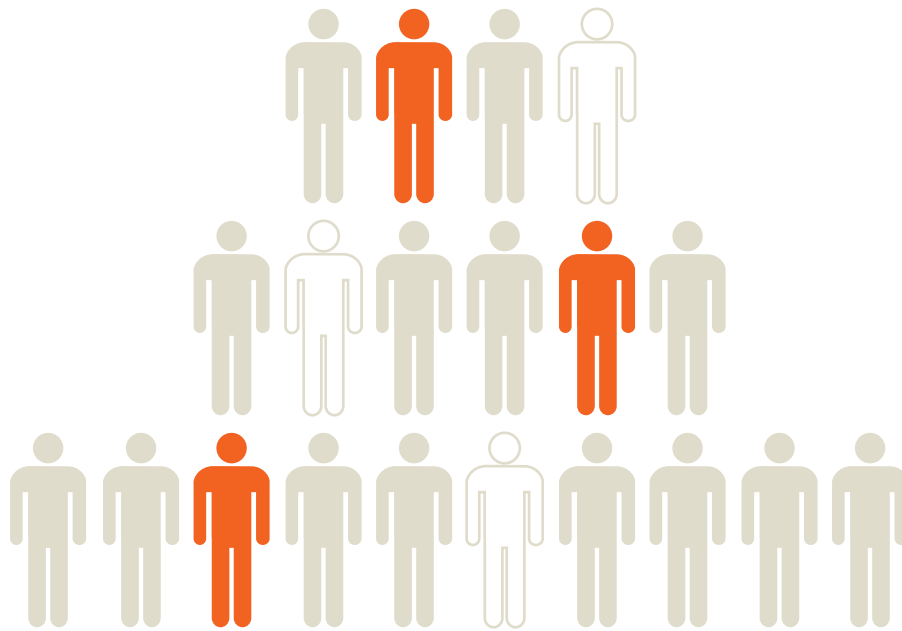
A company's workforce is a living, breathing, constantly changing thing. Though the name on the front of the building remains the same, the group of people that keeps it up and running doesn't. And that's why succession planning is so important for the continued success of any organization.

Executing an effective succession plan, however, is no simple task. First, you have to have a firm grasp on what succession planning is and isn't.

WHAT IT IS

Succession planning is part of organizational planning.

Your organizational structure should be evaluated on a regular basis to make sure it can effectively handle the business's workload. While doing this, keep an eye out for employees nearing retirement, flight and termination risks, and other signs that workforce change is on the horizon.



“Succession planning is taking a proactive approach to employee change at key positions within the company,” says Eric Kilponen, manager of marketing and sales operations at Insperty® Performance and Organizational Management. “If you’re not preparing to fill these inevitable vacancies, you’re already behind.”

“Effective succession planning can turn a brick wall into a speed bump.”

WHAT IT IS

A succession plan is a catalyst for leadership development.

Identifying strong candidates for leadership roles is just the first step. To realize their full potential, these hopefuls must have resources that allow them to develop the skills needed to fit into those crucial roles and succeed.



This focus on developing high performers to take on high-level positions can have a great effect on office morale, as employees feel like the company is invested in their professional growth. Engaging executives in the process gives them a voice in the matter. This creates buy-in and support for the plan while keeping everyone in the loop.

WHAT IT IS

Succession planning is easier with a potent organizational chart.

Stocked with all the metrics needed to identify your company's key players – i.e., performance rating, salary and tenure – a good organizational chart points the way when it comes to succession planning.



“With an organizational charting program, companies can pull relevant data from multiple sources and centralize it,” says Kilponen. “That way, leaders can easily identify and track the progress of employees within their succession plan profiles, empowering them to make better hiring and staffing decisions.”

WHAT IT ISN'T

A succession plan isn't a disaster recovery plan.

Rushed, chaotic, uncertain, reluctant – these words should never describe your succession plan in action. **Remember: Succession planning is proactive, not reactive.** Rather than bracing for impact, your company should be confidently pushing through it.



Predicting when key employees are going to leave the company is like predicting the weather. However, planning for multiple outcomes at different levels of the organization helps you face these challenging times with excitement instead of trepidation.

WHAT IT ISN'T

Succession planning isn't a one-time thing.

Succession planning is all about managing the ever-present change experienced by your workforce. It makes sense, then, that the plan itself will undergo just as much change.

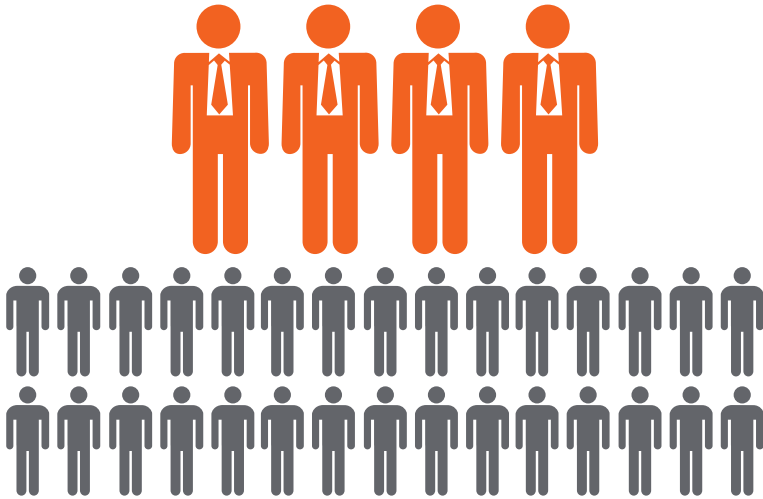


“Something’s amiss if you feel like your succession plan is good enough to put aside,” says Kilponen. “There’s always a way to make your succession plan better, always a way to put it to work for the betterment of the organization.”

WHAT IT ISN'T

Succession planning isn't reserved for the top of the org chart.

Perhaps the biggest misconception about succession planning is that it applies only to C-level positions. But if a position at the top is filled with an internal candidate, who fills that person's former position? Identifying candidates for key positions at every level of the organization makes your succession plan more comprehensive and therefore stronger.



Additionally, succession planning is no place for favoritism, nepotism or any other form of bias. In other words, it's not a popularity contest. Important business decisions, such as those involved in effective succession planning, should be based on merits, not genetics.



Organizational Planning Tools Can Help



OrgPlus® RealTime

Visualize, strategize and optimize your workforce online

OrgPlus RealTime is a cloud-based organizational management solution that empowers businesses to strategically plan, refine and analyze their entire workforce to make more informed, collaborative decisions and better adapt to organizational change.

Features

- Accessibility anytime, anywhere with role-based security that allows employees access to only those features they need
- The ability to track and measure key employee metrics such as performance rating, compensation, budget and headcount
- Insight into how workforce changes can affect your organization
- A way to easily and effectively manage changes under a merger or acquisition
- In-the-cloud infrastructure with no desktop hardware, a limited initial investment and online access using a variety of compatible Web browsers

Get more information at orgplus.com
or call us at **877-451-9324**.



About Insperity

Insperity®, a trusted advisor to America's best businesses for more than 27 years, provides an array of human resources and business solutions designed to help improve business performance. Insperity® Business Performance Advisors offer the most comprehensive suite of products and services available in the marketplace. Insperity delivers administrative relief, better benefits, reduced liabilities and a systematic way to improve productivity through its premier Workforce Optimization™ solution. Additional company offerings include Human Capital Management, Payroll Services, Time and Attendance, Performance Management, Organizational Planning, Recruiting Services, Employment Screening, Financial Services, Expense Management, Retirement Services and Insurance Services. Insperity business performance solutions support more than 100,000 businesses with more than 2 million employees. With 2012 revenues of \$2.2 billion, Insperity operates in 57 offices throughout the United States. For more information, **visit insperity.com**.

To find out more or learn how Insperity can help your company, call us at **800-465-3800**.

 Visit us at insperity.com

The information contained in this document is for general, informational purposes only and is not intended to be legal advice. This information is not a substitute for the guidance of a professional and should not be relied upon in reference to any specific situation without first seeking the advice of a qualified HR professional and/or legal counsel regarding applicable federal, state or local laws. Insperity and its respective employees make no warranties, expressed or implied, and make no judgments regarding the accuracy of this content and/or its applicability to a specific situation. A reference or link to another website is not an endorsement of that site or service.