

# Succession Planning

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Early Childhood Learning and Knowledge Center (ECLKC)  
<http://eclkc.ohs.acf.hhs.gov/hslc>

Head Start/Early Head Start Directors Toolkit

SOLAR - for technical assistance planning and staff skills profiles

Head Start Reauthorization: Public Law 110-134 "Improving Head Start for School Readiness Act of 2007," December 12, 2007:  
Sec. 19. Staff Qualifications and Development amends Section 648A of the Head Start Act (42 U.S.C. 9843a)  
...(c) Family Service Workers and (c) (1)-(5)  
(t) Professional Development Plans

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## Tips for Preparing an Employee Career Development Plan

Succession Planning is linked to career and leadership development, and is a strategic and systematic approach used by organizations to build a talent pool that will be ready to fill future positions. Using assessment tools and an analysis of needed job competencies, development plans are identified and designed to build the skills, knowledge, and abilities to prepare individuals to back up or perform specific functions/positions when needed.

The following are some useful tips for designing an individual training plan or a career development plan:

1. Describe the goals/objectives of the career development plan and expected outcomes.
2. Identify the job competencies needed for effective performance.
3. Activities focus on organizational goals/objectives and priorities, and include leadership/management development.
4. Feedback and monitoring the plan are agreed upon by the supervisor and employee.
5. Other feedback includes assessment tools and evaluations from peers, other supervisors, and customers.
6. Meets the **SMART** standard: **S**pecific, **M**easurable goals/outcomes, **A**ction oriented implementation steps, **R**ealistic steps, **T**imelines for milestones and completion.
7. Resources needed include costs, time, materials/supplies, and who provides.
8. For training activities, identify follow-up application and on-the-job results.
9. Identify the indicators, and measure the results to show whether the intended goal/outcome is reached.
10. Communicate progress and results of the plan.