



Position	Production Supervisor	Quality Manager	Sales Manager	Technology Director	IT Manager	Finance Director	Product Manager	Supply Chain Supervisor	Business Director
Held By:	Matt Smith	Mary Watson	Tyler Risten	Suzie Charleston	Wilson Kang	Jennifer Jones	Peter Riley	Vikram Gupta	Miles Hilliard
Candidates Ready Today	Eric Wilson		Sarah LeCroix	Henry Isaacson	Daniel De Grace Thomas Calhoun		Richard Creesly Eric Wilson	Stephen Killian Eric Wilson	Sarah LeCroix
Near Term Candidates (Ready in 1-3 Years)	Wendy Gephardt	Wendy Gephardt Pepper Waters Nicole Ashton	Richard Creesly	Thomas Calhoun		Riley Emerson	Grayson Epwich Henry Isaacson		Henry Isaacson Richard Creesly
Future Candidates (Ready in 5+ Years)	Bob Greenwood Kyle Carter Izzy Lincoln		Nicole Ashton	Bob Greenwood	Kristin Clapp			Wendy Gephardt Nicole Ashton	

Using This Template:

1. List the leadership positions within your organization and the present holder of the role
2. Identify the various individuals within your organization that could readily step into the given leadership roles immediately should a vacancy arise
3. Next, identify those possible candidates who could step into a given leadership role soon (1-3 years) after some development and mentoring
4. Last, identify individuals who would be long-term successors to leadership positions (5+ years) following training and development activities
5. Individuals may be listed at multiple locations, based on their career interests and goals
6. Refresh this list annually; consult the list as vacancies and changes in your organization occur.



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Organizational Succession Planning Template



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