## Succession Plan

Here are some tips to creating a succession plan:

* Determine a clear career goal
* Make sure it is a real goal
* Make sure it is attainable
* Make sure it is time driven
* Consult with your human resources department to determine what their requirements are
* Consult with the head of the department if the career path takes them to another area
* Determine any educational requirements and provide guidance
* Set up a mentor program with someone currently doing what they want to achieve
* Track their progress
* Meet with them periodically to specifically discuss their progress on their succession plan

Notes

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