1. Develop a profile of your staff; include information on the age of employees, their roles, their knowledge, and their skills.

2. Identify key, critical positions within your organization.

3. For these positions, develop profiles to identify skills, qualities, and knowledge needed for success.

4. Identify potential successor candidates.

5. Develop and implement action plans to develop the skills, qualities, and knowledge these candidates need to move into key positions.

Adapted from Succession Planning: Retaining skills and knowledge in your workforce, Government of Alberta, Human Services, © 2012.